


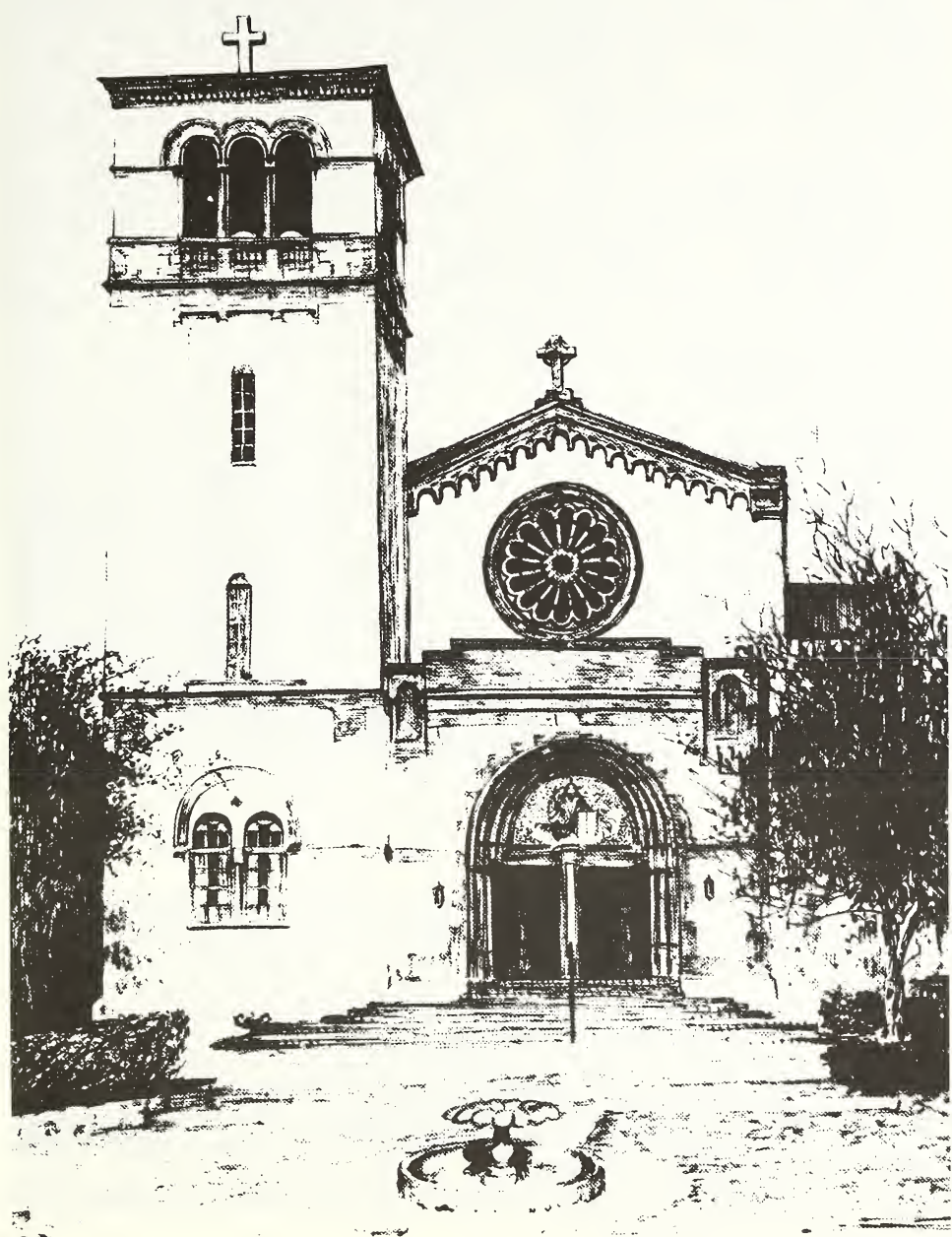
SAINT LEO COLLEGE CATALOG



1985-86



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General Statement

Saint Leo College is incorporated under the laws of the state of Florida and is fully empowered to confer degrees. In addition to being accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and the Commission on Accreditation of the Council on Social Work Education, Saint Leo College has been granted Teacher Education Program approval by the Florida State Department of Education. Other associations in which Saint Leo holds membership are American Council on Education, Association of American Colleges, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, Inc., and National Catholic Association.

When students begin attendance at Saint Leo College, they come under the academic requirements of the *College Catalog* for that given period. Students may normally graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, they may graduate under the conditions of the new catalog. Because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Announcements contained in this publication are subject to change without notice, and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students.

Saint Leo College is committed to policies and practices which assure that there will be no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap. About 80 percent of the campus is accessible to wheelchair bound students. Special facilities include wheelchair ramps, special parking, elevators, and specially equipped rest rooms. No special counselors are available for handicapped students. The College is an Affirmative Action, Equal Opportunity employer.

Saint Leo College complies with the Family Education Rights and Privacy Act of 1974.



Welcome!

My family and I joined the Saint Leo College family on July 1, 1985. One of the main reasons why I accepted the Presidency was the beautiful, genuine sense of community exhibited by the trustees, faculty, staff and students of this fine College.

As a student of Saint Leo College, you will find the same personal attention, care and concern for your well-being that my family and I have experienced. I know you will love your "extended family," the people of Saint Leo College.

There were other reasons why the Presidency of Saint Leo College was too good an offer to refuse: challenge, growth, values, spirituality, and others. I'll tell you more about them as we share the coming years together. My wife, Aimee, and my children, Donna and Nicholas, all look forward to getting to know each and every one of you. Welcome to our families.

Dr. M. Daniel Henry
President

Board of Trustees

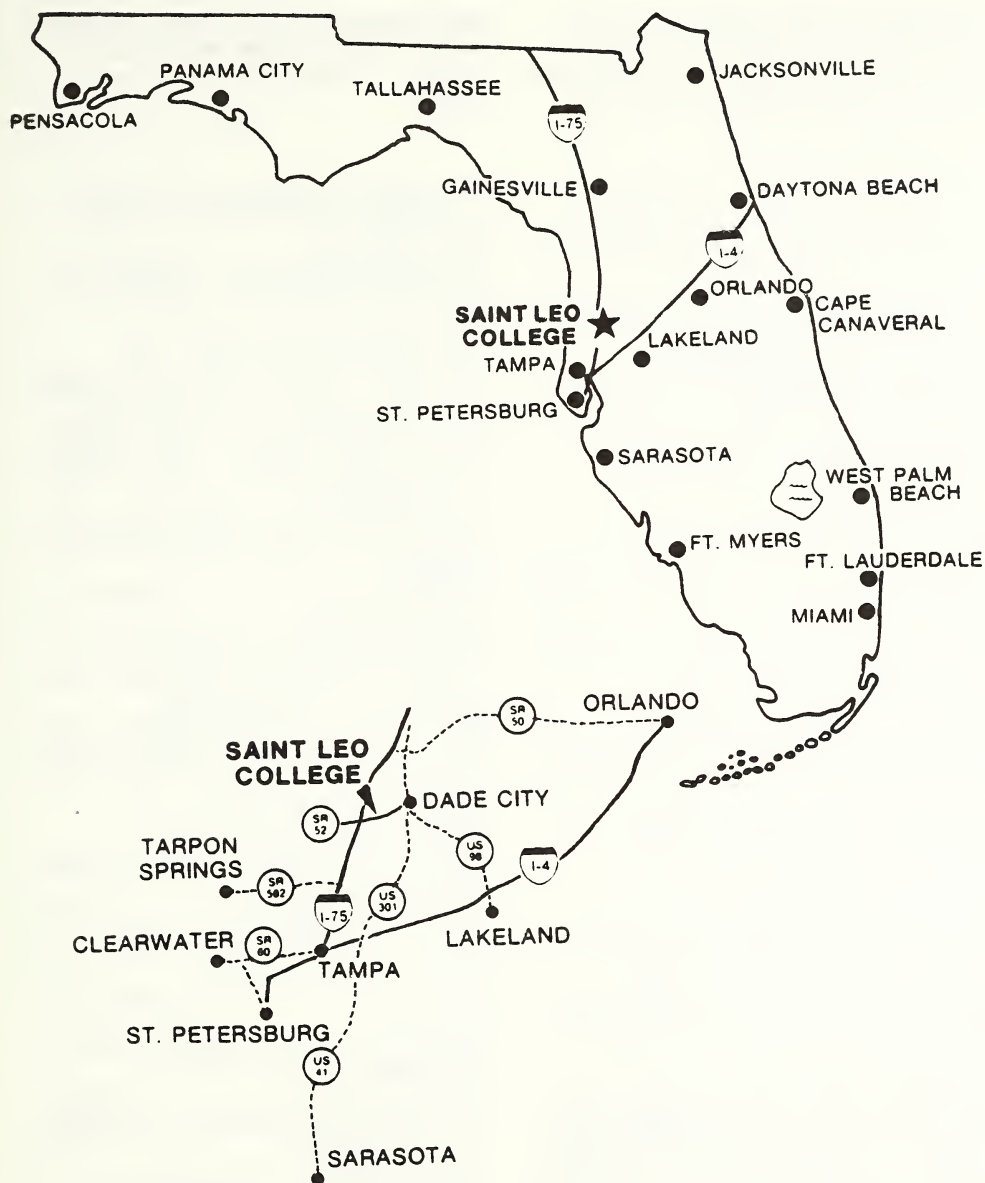
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Directory

College office hours are from 8 a.m. until noon, and from 1 p.m. until 5 p.m., Monday through Friday. Members of the College staff are available at

other times by appointment. Send mail to Saint Leo College, Postal Box or Drawer number, Saint Leo, Florida 33574.

Admission, Application and General Information: Director of Admission, Postal Drawer 2008, Saint Leo Hall (588-8283)

Academic Affairs, Vice President for Academic Affairs, Postal Box 2006, Saint Francis Hall (588-8244)

Academic Computer Services, Director of Computer Services, Postal Drawer M, Saint Francis Hall (588-8394)

Academic Records, Transcripts, Registrar, Postal Box 2278, Saint Francis Hall (588-8233)

Alumni Affairs, Director of Alumni Affairs, Postal Box 2227, Saint Francis Hall (588-8250)

Athletics, Director of Athletics, Postal Box 2038, Activities Center (588-8221)

Continuing Education, Dean of Educational Services, Postal Box 2248, Saint Francis Hall (588-8236)

Counseling and Career Development, Director of Counseling, Postal Drawer A, Saint Edward Hall (588-8346)

Division of Business Administration, Postal Box 2067, Faculty Office Building (588-8309)

Division of Education, Postal Box 2098, Education Building (588-8272)

Division of Humanities, Postal Box 2127, Saint Leo Hall (588-8294)

Division of Philosophy and Theology, Postal Box 2158, Saint Leo Hall (588-8288)

Division of Physical Education, Postal Box 2038, Activities Center (588-8221)

Division of Science and Mathematics, Postal Box 2188, Lewis Hall (588-8339)

Division of Social Science, Postal Box 2247, Faculty Office Building (588-8302)

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Financial Aid, Director of Financial Aid, Postal Box 2228, Saint Edward Hall (588-8270)

Financial Matters, Vice President for Business Affairs, Postal Box 2097, Saint Francis Hall (588-8211)

Gifts, Wills and Bequests, Vice President for Development, Postal Box 2227, Saint Francis Hall (588-8248)

Health Center, Coordinator of Health Center, Postal Drawer A, Saint Edward Hall (588-8346)

Housing, Director of Residential Life, Postal Drawer 2068, Saint Edward Hall (588-8266)

Library, Library Director, Postal Box 2128 (588-8258)

Military Education Program, Dean of Military Education, Postal Drawer 2227, Saint Francis Hall (588-8203)

Planning and Policy Analysis, Postal Drawer K, Saint Francis Hall (588-8241)

President, Postal Box 2187, Saint Francis Hall (588-8241)

Public Affairs, Vice President for Public Affairs, Postal Drawer P, Saint Francis Hall (588-8252)

Religious Matters, Director of Campus Ministry, Postal Drawer A, Saint Edward Hall (588-8346)

R.O.T.C., Postal Box 2126, Lewis Hall (588-8256)

Security, Director of Security, Postal Box 2388 (588-8332)

Student Activities, Director of Student Activities, Postal Box 2323, McDonald Center (588-8358)

Veterans Affairs, Coordinator of Veterans Affairs, Postal Box 2228, Saint Edward Hall (588-8270)

Weekend College, Director of Weekend College, Postal Box 2248, Saint Francis Hall (588-8236)

Academic Calendar

First Semester 1985-86

Freshmen and Transfer Students Arrive	Wednesday, September 4
Orientation, Testing and Advising	Thursday-Sunday, September 5-8
Returning Students Arrive	Sunday, September 8
Registration: All Students	Monday, September 9
Last Day to Register	Monday, September 9
Classes Begin	Tuesday, September 10
Last Day to Add Courses	Friday, September 13
Last Day to Reduce Course Overload Without Fee	Friday, September 13
Pontifical Mass opening 27th Academic Year and Presidential Inauguration	Monday, September 16
CLAST Test	Saturday, October 5
Fall Break	Friday-Sunday, October 25-27
Last Day to Remove Incompletes	Wednesday, October 23
Classes Resume	Monday, October 28
Mid-Semester Reports Issued	Wednesday, October 30
Advisory Grade Review	Monday-Friday, November 4-8
Preregistration Advising Begins	Monday, November 4
Last Day to Drop Courses Without Course Failure	Friday, November 8
Thanksgiving Holiday	Thursday-Sunday, November 28-Dec. 1
(No Classes after noon on Wednesday, November 27)	
Preregistration Ends	Friday, November 29
Classes Resume	Monday, December 2
Last Day to Withdraw from College Without Course Failure	Monday, December 2
Last Day of Classes	Friday, December 13
Final Examinations	Saturday, Monday-Thursday, December 14, 16-19
End of Semester	Thursday, December 19
Residence Halls Close at Noon	Friday, December 20

Second Semester 1985-1986

Freshmen and Transfer Students Arrive	Sunday, January 5
Orientation and Testing	Monday, Tuesday, January 6, 7
Returning Students Arrive	Tuesday, January 7
Registration: All Students	Wednesday, January 8
Last Day to Register	Wednesday, January 8
Classes Begin	Thursday, January 9
Last Day to Add Courses	Tuesday, January 14
Last Day to Reduce Course Overload Without Fee	Tuesday, January 14
Last Day to Remove Incompletes	Friday, February 2
Spring Break	Saturday-Sunday, February 22-March 2
Mid-Semester Reports Issued	Wednesday, February 26
Classes Resume	Monday, March 3
Preregistration Advising Begins	Monday, March 3
Advisory Grade Review	Monday-Friday, March 3-7
Last Day to Drop Courses Without Course Failure	Friday, March 7
CLAST Test	Saturday, March 8
Preregistration Ends	Thursday, March 27
Good Friday—No Classes	Friday, March 28

Last Day to Withdraw from College

Without Course Failure	Monday, March 31
Last Day of Classes	Wednesday, April 16
Final Examinations	Thursday, Friday, Saturday, Monday, Tuesday April 17, 18, 19, 21, 22
End of Semester	Tuesday, April 22
Residence Halls Close at Noon	Wednesday, April 23
Commencement	Saturday, April 26

Summer Session 1986

Registration	Tuesday, April 29
Classes Begin	Tuesday, April 29
Last Day to Add Courses	Friday, May 2
Last Day to Drop Courses	
Without Course Failure	Monday, May 23
Holiday (No Classes)	Monday, May 26
Last Day of Classes	Friday, June 6
Final Examinations	Saturday, June 7
Residence Halls Close at Noon	Sunday, June 8

The Campus Scene



The History and Philosophy of Saint Leo College

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree. Its roots lie deep in the past through its founders the Benedictine monks. Saint Benedict of Nursia founded the monastery of Monte Cassino, Italy, in the sixth century. Through the centuries the Benedictines were known for the founding of schools and the training of youth.

Saint Leo College traces its own history back nearly a century. On June 4, 1889, the Legislature of the state of Florida granted that "the Order of Saint Benedict of Florida shall have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state."

The school was known as Saint Leo Military College in its early days, but its name was changed to Saint Leo College Preparatory School in 1921. Fully accredited, it offered a program of excellence not only for the college-bound students, but also for those for whom its program was terminal.

By 1950 the increase in Catholic population along with growth and development throughout the state offered the Florida Benedictines the opportunity to move forward into higher education. In 1959, all state standards for an associate of arts degree having been met, Saint Leo College in conjunction with the Benedictine Sisters of adjacent Holy Name Priory, opened its doors on the junior college level both for men and women.

The four-year program was inaugurated in September, 1963, and in April, 1967, the College awarded bachelor's degrees to its first graduating class of 13 women and 51 men. In November of the same year accreditation was granted by the Southern Association of Colleges and Schools.

The authority structure of the College was reorganized in January, 1969, when the Order of Saint Benedict transferred title and control to an independent Board of Trustees.

Saint Leo College recognizes the benefit of providing higher education for society in general and of affording academic opportunities to as many as possible who desire to further their study. The College has thus responded to several perceived needs by instituting an external degree program. This program enables adults to further their education for personal enrichment or the improvement of their employment qualifications without the necessity of residence on the campus or inconvenient commuting over long distances.

Saint Leo College is also aware of the special needs of the military community at military installations. The Military Education program accepts as part of its mission the obligation to meet these special needs inasmuch as its resources will allow.

As a Catholic College, Saint Leo College regards its constituency as universal in nature; not limited geographically to the mid-Florida region. Its goal is, therefore, to extend higher education in the name of Saint Leo College to wherever people have the need for knowledge.

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|-----|--|-----|--------------------------------|-----|---------------------------------|-----|---------------------------------|
| 1. | Campus Store - Security | 14. | Abbey Church | 29. | Saint Leo Health Center | 44. | Basketball and Tennis Courts |
| 2. | Julia Deal Lewis Hall of Science | 15. | Saint Charles Hall - Monastery | 30. | Student Chapel | 45. | Abbey Guest Lodge |
| 3. | Faculty Office Building | 16. | Carmel Hall | 31. | Education Bldg. | 46. | Boathouse |
| 4. | Crawford Hall | 17. | Selby Auditorium | 32. | Saint Edward Hall | 47. | Transportation/Grounds Building |
| 5. | Roderick Hall | 18. | Pligim House | 33. | Golf Club House | 48. | Restrooms |
| 6. | Benoit Hall | 19. | Plant Operations - Laundry | 34. | Grotto | | |
| 7. | Henderson Hall | 20. | Marmion Cafeteria | 35. | Cemetery | | |
| 8. | Old Gym - Student Complex | 21. | Snyder Hall | 36. | Lake House | | |
| 9. | Theatre | 22. | Marmion Hall | 37. | Marion Bowman Activities Center | | |
| 10. | William P. McDonald Student Center, Lions Lounge and Duncan Lounge | 23. | Priory Hall | 38. | Dome - Painting Studio | | |
| | | 24. | Villa Hall | 39. | Saint Leo Post Office | | |
| | | 25. | Paint Shop - Abbey | 40. | College Field | | |
| | | 26. | Garage - Abbey | 41. | Baseball Field | | |
| 11. | Saint Lounis Hall | 27. | Pligim Shop | 42. | Tennis Courts | | |
| 12. | Library | 28. | Carpentry Shop - Abbey | 43. | Tennis and Handball Courts | | |
| 13. | Saint Leo Hall | | | | | | |

Purpose

The primary purpose of the College is to provide opportunity for students, through instruction and inquiry, to acquire a liberal education and thereby come to understand themselves, their relationship with others, with the world and with their Creator.

To this end the curriculum is structured in the following areas: the Division of Business Administration, the Division of Education, the Division of Humanities, the Division of Philosophy and Theology, the Division of Physical Education, the Division of Natural Science and Mathematics and the Division of Social Science. In addition, Academic Computer Services provides general curriculum enhancement as well as specific courses in Computer Information Systems.

The College as a Catholic institution, concerned with student-life beyond college studies, strives to assist each student in formulating values based on Judeo-Christian tenets. The total College community, pluralistic in make-up and supportive of the institution's goals, provides an atmosphere for testing and shaping these values. Of special importance is the opportunity afforded its students to be engaged in a meaningful spiritual life as they prepare to assume their responsibilities in this rapidly changing world.

Saint Leo College is dedicated to the ideal that the opportunity for higher education should be afforded to all who truly seek to develop academically. Therefore, its admission standards allow not only for those students who have had academic success, but also for those whose past performance may not have been outstanding, but whose potential is promising.

The College strives for high standards in its programs and expects specific performance levels of its students. A distinctive mark of the College is a conviction that by dedicated and personal interest its administration and faculty can inspire motivation and achievement in its students.

The Benedictine family spirit, as reflected in on-campus living and the relative smallness of the student body tends to personalize the relationships of faculty and students outside the classroom settings.

Within this framework Saint Leo College believes that it offers its students unique opportunities for a liberal education.

The Campus

Central Florida, of which Saint Leo College is a part, enjoys the many natural advantages which attract people to live, work, and retire in this area. The location is unique in that the pleasing atmosphere of lakes and beaches can be exchanged in an hour or two for the surroundings of two major metropolitan areas; Tampa and Orlando, including Disney World.

Between the two small cities of Dade City and San Antonio lies the campus of Saint Leo College, in the town of Saint Leo, with its rolling hills and richly wooded grounds. The campus edges on Lake Jovita, a large spring-fed lake. There are numerous athletic fields and courts on the campus. Available to the College community is an 18-hole golf-course located directly across Route 52 from the campus.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. The landmark of Saint Leo is the Abbey Church tower, whose belfry chimes may be heard at a distance and lend an air of serenity to the campus. Besides the Abbey Church, on the main quadrangle are Saint Leo Hall, Saint Francis Hall, Saint Edward Hall and the Education Building

in which classes and offices are housed. Even the eye of the traditionalist must note with pleasure the modern design of many new buildings throughout the campus which provide classroom, laboratory, residence, dining and recreational facilities.

Outstanding among the new buildings is the *Julia Deal Lewis Hall of Science*, a three-story building occupied by the Division of Natural Science and Mathematics with faculty offices, classrooms and a division library and the Developmental Writing and Reading Laboratories. The Mathematics Learning Center, and the R.O.T.C. offices are located on the ground floor. Biology laboratories are on the second floor in addition to classrooms, a faculty-student research laboratory, an experimental lab, a collection room and instrument room. Chemistry and physics facilities located on the third floor include classrooms, laboratories, an instrumentation laboratory, and a stock preparation room.

The *William G. and Marie Selby Auditorium* adjoins Lewis Hall at the ground and second-floor levels. It is a modern teaching auditorium with tiered seating.

Opposite the Julia Deal Lewis Hall of Science at the main entrance of the College is the Reception Center. Joined by a patio and campus directory map are the Campus Bookstore and the Security Office.

Nearby, *Crawford Hall* provides general classrooms.

The *William P. McDonald Student Center* forms a hub of campus social activities and provides dining as well as recreational facilities. On the ground floor are located the offices of the Director of Student Development and Leadership, Student Government Association, and College Union Board. The Hazel Whitman Lounge, Lion's Den snack bar and patio also are on this level. In addition to a main dining hall on the second floor, Duncan Lounge, Lions Lounge, and the Kent Room provide facilities for on-campus special events, such as lectures, films, and art exhibits. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside of their scheduled classes.

Adjacent to the McDonald Student Center is the *Fine Arts Complex*. Located here are music practice and listening rooms, the College Theatre and the Audiovisual Center.

The *Marion Bowman Activities Center* is a facility for teaching-physical education. The main gymnasium is also used for lectures and other educational activities. A large heatable outdoor swimming pool, bowling lanes, physical education classrooms, athletic training room, dance studio, and weight-lifting room are included in the facility.

In close proximity to the Activities Center is the Faculty Office Building which houses the faculty offices of the Divisions of Business Administration and Social Science.

The *College Library* provides reading and reference areas grouped around a steadily growing collection of books, periodicals, microforms, sound recordings, and other audiovisual materials. The Library now houses some 85,000 volumes and subscribes to more than 600 periodicals and newspapers. Microform readers, a reader-printer, a photocopy machine, a variety of film, slide and other projectors, tape and video-recorders, etc., are available for student and faculty use. The Reader Services department provides a special bibliographic instruction program in addition to regular reference and inter-library loan assistance available to students, faculty, and other members of the College community.

Library facilities extend also into several other adjacent or nearby buildings which house the Audiovisual Center, the Special Collections, and the Library Annex. The Audiovisual Center supports the College instructional programs in addition to serving library purposes; the Library Annex is a book storage area for some 10,000 volumes of books and periodicals. An addition to the Library is projected to be started very shortly.

Returning to the quadrangle, one is reminded of the Spanish Florida influence in the baroque architecture of *Saint Francis Hall*. Located on the lower level is the Library Annex, Duplicating Room and the Student Publications office. On the first floor are the offices of the President, Vice President for Academic Affairs, Vice President for Development, Director of Alumni Affairs, Vice President for Public Affairs, Director of College News, Director of Publications, Dean of Educational Services, Director of the Computer Center and Registrar. The second floor includes the Business Office, Vice President for Business Affairs, Director of Academic Computer Services, and Dean of the Military Education Program.

Saint Leo Hall is constructed of blocks made by the founding Benedictine monks. Located in Saint Leo Hall first floor are faculty offices for the Division of Humanities and Philosophy and Theology. On the second floor are the Admissions Office and the Office of the Division of Philosophy and Theology. On the third floor are offices and classrooms for the Division of Humanities. A women's residential area is located on the fourth floor.

Across from Saint Francis Hall is *Saint Edward Hall* where Student Affairs is conveniently located. Offices of the Vice President for Student Affairs, Campus Ministry, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, International Student Advising and Residential Life are housed on the first floor. Other parts of the building consist of men's residential facilities.

Residence halls are situated throughout the 54 acre campus. Most of the women reside on the west end of the campus in Holy Name Priory halls: Marmion, Snyder, Villa and Priory (third floor). Other residence halls for women are Saint Leo Hall (fourth floor) and Henderson Hall (third floor). With the exception of Saint Edward Hall, which is in the center of the campus, and Grove House, which is located one mile from campus, the men reside in halls located on the east side of the campus: Benoit, Henderson (first two floors) and Roderick (a junior and senior men's hall).

Cultural Events

The *Art Exhibition Program* consists of faculty and student painting exhibits which usually last about two weeks each. Senior art students hold their own show and various exhibitions are brought to the campus from off-campus showings.

The *College Theatre Program* is responsible for the on-campus production of three plays every year.

The *Modern Concert Dance Company* is sponsored by the Division of Humanities. This series is a non-profit undertaking and presents two major performances each year.

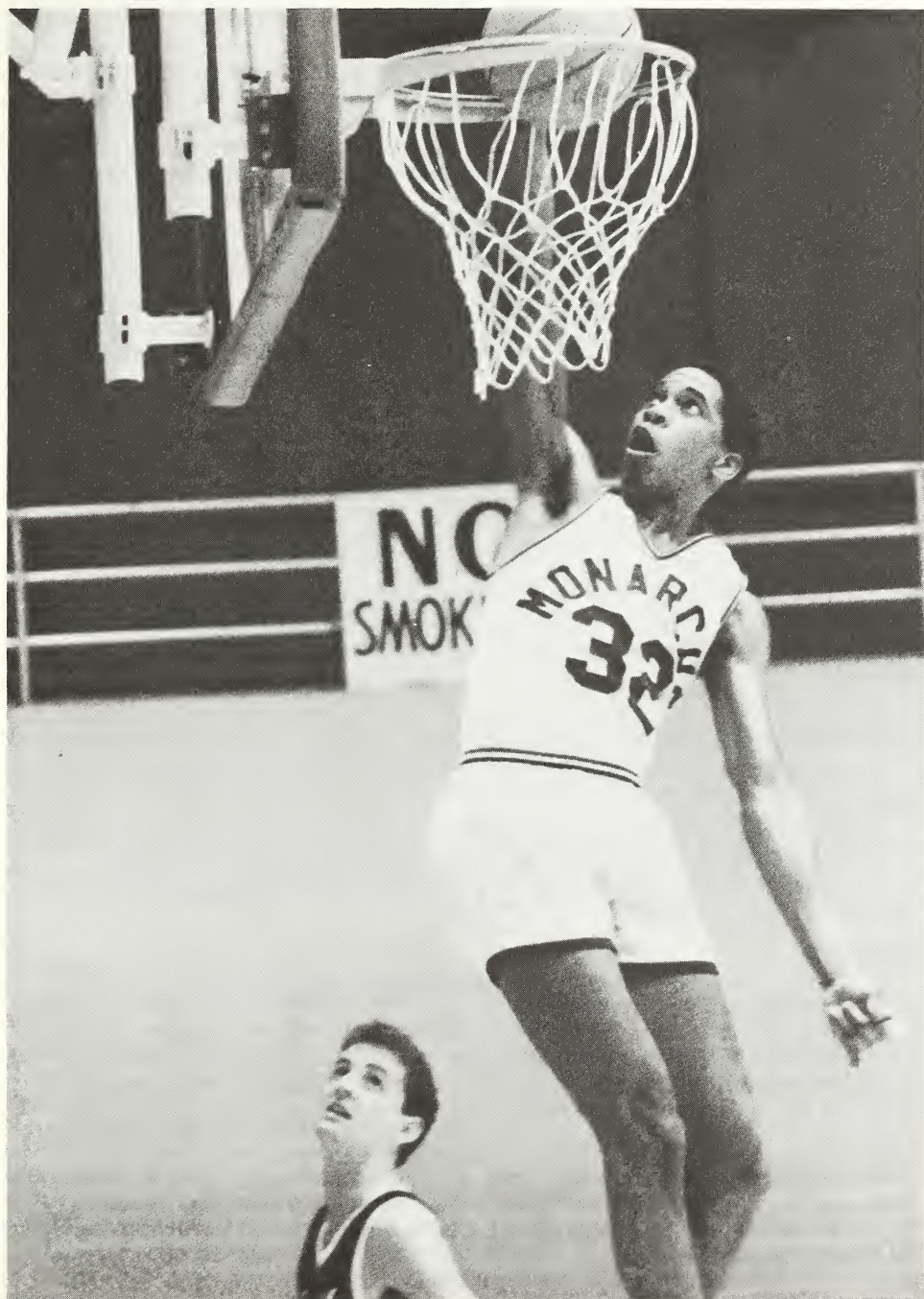
The *Concert Program* sponsors concerts given by the College Choir and the Oratorio Chorus.

The *College Union Board* schedules all movies, most lectures, entertainment, shopping trips to nearby metropolitan areas and field trips to tourist attractions for the student body.

The *Faculty Lecture/Artist Series* presents three faculty who are honored by being selected by their peers and students to speak or perform. Periodically, guest lecturers, distinguished nationally or internationally for their achievement, vision and leadership in some field of knowledge or endeavor, are invited to participate in the Series. These special guests often hold seminars for the students and faculty during their visit.

The *Cultural Series*, sponsored by the College, and in part by the National Endowment for the Arts and the State of Florida, Department of State, Division of Cultural Affairs, and the Florida Arts Council, brings to the campus, through the Florida State Touring Program, the state's finest performing arts groups.

Student Life and Activities



Through the broad areas of Student Affairs, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for adequacy, worth, and responsibility is provided for in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the education process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern which arises through the practice of working with others.

Specific student life policies are printed in the *Student Handbook* which is made available at the beginning of each academic year. Student responsibilities include that of self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community, but it is the particular duty of the Student Affairs staff, the Residence Hall Judicial Board, and the Campus Court.

Campus Life Services

Located in the Student Affairs complex, first floor, Saint Edward Hall, are the offices of Campus Life Services. The purpose of Campus Life Services is to provide students with a holistic approach to their health, spiritual, psychological, and career needs. All students are encouraged to become acquainted with the Campus Life Services program, which includes Counseling and Career Development, Campus Ministry, and Student Health Services. In recognition of the unique needs of students who come to the campus from other countries, the services of an International Student Specialist are also available.

Counseling and Career Development

The College Counselor provides the following counseling services:

Personal

Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

Academic

Choosing an academic major is extremely important. Since this task is so important, assistance in guiding students in the selection of an academic major is provided. A wide variety of materials are available to help students choose a major which is compatible both with their interests and abilities. Interest testing also is provided. Guidance is available to students interested in attending graduate and professional schools.

Career

Career counseling is an integral part of the counseling services. A Career Resource Library is available with materials, including a computer assisted career guidance program, for students to use in researching various careers. Clinics in Resume Writing and Job Hunting Skills are presented each semester. Graduating seniors can set up a Credential File with a resume and letters of recommendations to be used in securing a career position. Information on

summer jobs, internships, and career jobs is kept current for student use in locating employment.

A Career Day and an Alumni Job Network are available to meet the placement needs of graduating students.

Campus Ministry

As a Catholic center for higher education, Saint Leo College has as one of its primary objectives the spiritual growth of every member of the campus community. While providing a context for growth in the Catholic tradition, the College at the same time respects the informed conscience of every individual and welcomes members of other religious traditions to share in its life style. It encourages ecumenical endeavors and supports with fellowship and special services the members of other denominations according to the mind of the Second Vatican Council.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are," but also from the "way things ought to be" when viewed from the perspective of faith. From this point of view, the ministerial programs of the College blend understanding with practice—understanding in knowing Judeo-Christian values—and practice in living these values. In particular, students are required to take three courses from the area of philosophy and theology and are strongly encouraged to participate fully in the religious program and fellowship of the College as part of their growth experience.

Sunday Eucharist is scheduled in several places for the convenience of the College community and special Masses are celebrated during the week for various intentions. Members of other church groups are encouraged to attend services planned to meet their needs, to become involved in their local church activities when held on campus and in nearby towns.

Efforts are also made through the Office of Campus Ministry to direct attention to the needs of the area through contact with the social agencies serving the local community.

The Director of Campus Ministry, Campus Ministry coordinators, priests, and other religious are available for religious counseling, fellowship and prayer. Everyone is invited to become acquainted with the services offered through the Office of Campus Ministry and share community and worship with this group. Informal conversations and group discussions sponsored by Campus Ministry are another means of keeping in touch with trends in the Church, campus life style, value decisions and other areas related to an integrated religious life.

Student Health Services

The Student Health Center is located in the Student Affairs Complex, first floor, Saint Edward Hall. The Student Health Center is staffed to provide the special health care needs required by some students, emergency first aid treatment, out-patient clinic care, and a referral service to medical specialists located in the Dade City-Tampa area.

The College requires that each student be enrolled in the student health and accident insurance program which was developed for Saint Leo College students. Coverage under this program is in addition to other insurance programs that a student may have, but this program is necessary to assure ambulance and related health care services from specialists in the local community. Detailed information will be provided prior to the student's initial registration for classes. All non-insured health costs are the responsibility of the student.

Physical Education, Recreation, and Intercollegiate Program

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student is required to participate in the physical education program. Learning to swim and developing an individual skill are prime objectives of the program. Throughout these instructions, students develop valuable recreational interest lasting throughout their lives.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided. A system for competition at the club sports level is also available.

As a member of the National Collegiate Athletic Association's College Division II, the College offers a men's program of five sports: baseball, basketball, soccer, tennis and cross country. Men's varsity athletics are governed by N.C.A.A. rules and regulations of the college department of intercollegiate athletics.

The women's intercollegiate athletic program is also conducted under the guidelines of the National Collegiate Athletic Association and includes the following sports: basketball, cross country, softball, tennis and volleyball.

To provide each student the opportunity for recreation, the College offers an Activities Center featuring a two-basketball court gymnasium, volleyball and badminton courts, a weight training room, dance studio, eight lanes of bowling, and an outdoor swimming pool (heated in winter for classes).

In addition to the Activities Center, there are lighted racquetball and tennis courts, an eighteen-hole golf course, outdoor basketball courts, football, soccer, baseball and softball fields, a grassed jogging track and a lakefront facility that includes sailboats and canoes.

Campus Clubs and Organizations

The Office of Student Development and Leadership

Through the Office of Student Development and Leadership, located in the lower level of the McDonald Student Center, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Activities on campus serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where they can express themselves, cultivate their special interests, and form close friendships. The Office of Student Development and Leadership serves as the hub of all campus activity, to help each club to design, build and maintain their own educational and organizational environment. Leadership development and skill building seminars are offered by the Office of Student Development and Leadership throughout the school year to help build and maintain the clubs and organizations on campus.

The Student Government Association is open to all students at Saint Leo College. Students are encouraged to become actively involved in S.G.A. and exercise their ability to help shape decisions affecting campus life.

The College Union Board is the main entertainment connection on campus. C.U.B. puts together a semester calendar of entertainment that ranges from night club performances in the Lion's Den to prominent guest speakers brought to campus. Committees of C.U.B. are: Arts and Lectures, Film and Video, Musical Events, Special Events, Transportation and Technical Assistant. C.U.B. is open to all students on campus.

Special literary organizations on campus include: *E-ta-oin Shrd-lu* (a literary magazine), *The Golden Legend* (the College yearbook), and *The Monarch* (the student newspaper). Each provides the opportunity for creative involvement and meaningful expression.

A variety of Greek-letter organizations on campus seek to further the goals of brotherhood and sisterhood through local and national fraternities and sororities. A list of these Greek organizations can be found in the *Student Handbook* as well as a comprehensive list of all special interest, service, social and academic organizations active on campus.

Eligibility Rule

Students who are on academic or disciplinary probation cannot be active members of a campus organization nor can they participate as representatives of any organization in extra-curricular activities. First-semester freshmen are not eligible to pledge a fraternity or sorority.

The Athletic Department abides by the academic standards of the National Collegiate Athletic Association for men and women. In order to participate in athletics, students also must be free from College disciplinary action.

Residential Living

Residential hall living represents an opportunity for students to experience community building. Responsible self-governance is the ideal by which the residence halls operate. While the College insists on maintaining a minimum of guidelines and standards, residential students can be expected to be challenged to act maturely and to fully accept the responsibilities of community living in the residence hall environment.

Only full-time Saint Leo College students, i.e., those enrolled for 12 or more credit hours, are eligible to live in the residence halls. Because the College holds that the residential experience contributes significantly to the total education experience, freshmen and sophomores are required to live in the residence halls. Exceptions can be sought by married students, military veterans and by students who live at home and commute to campus. Juniors and seniors may live on campus on a space available basis.

Resident women live in several attractive buildings located on the west side of the campus: MARMION HALL and SNYDER HALL, connected by a central lobby and lounge, and overlooking Lake Jovita; the VILLA, which houses junior and senior women; and the third floor of PRIORY HALL. Accommodations for women on the east side of campus include the top floor of SAINT LEO HALL a renovated area with priority of assignment given to Humanities' concentrators. HENDERSON HALL accommodates men on the lower floors and women on the upper floors. Men also reside in picturesque SAINT EDWARD HALL, the oldest residence hall on campus, BENOIT HALL, RODERICK HALL which is used for upperclassmen, and the GROVE HOUSE located a mile from campus. Each residence hall is under the supervision of a Resident Director, and all floors are staffed by student Resident Assistants.

All residence halls are air-conditioned and are heated during the cooler months. Laundry facilities (coin-operated washers and dryers) are available at the campus Laundromat (east campus) or in the residence halls (west campus).

McDonald Cafeteria and Marmion Cafeteria provide food service for all resident students. All freshmen are required to be on a meal plan. In addition, the Lion's Den snack bar is located in the lower level of McDonald Student Center.

Most residence rooms are designed for double occupancy. Special attention is given to the selection of roommates who are likely to be congenial. Friends who ask to room together are given this privilege, when possible. However, the

College reserves the right to make final assignments.

More detailed information regarding residence hall policies, services and programming is found in the *Student Handbook* or may be obtained from the Director of Residential Life.

Disciplinary Standards and Codes

It is understood in the Saint Leo College community that the learning which takes place on the campus through classroom instruction, religious activities, social functions and other interpersonal relationships is a primary concern to the College.

The College does not outline in detail either its requirements or prohibitions. Students are met on a plane of mutual regard and honor. The ideals of the College are those of modern civilization in the best sense. The conventions and proprieties of a refined society obtain here. Students may forfeit student status with the College if they are not in accord with its standards.

All student conduct should adhere to the basic principles of responsibility expected of all citizens. A student or student organization member whose conduct on- or off-campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the President of the College deems to be in the best interest of the College.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Security Office. There is a registration and parking fee payable to the College at the time of registration. Proof of insurance is a prerequisite for vehicle registration.

Alumni Association

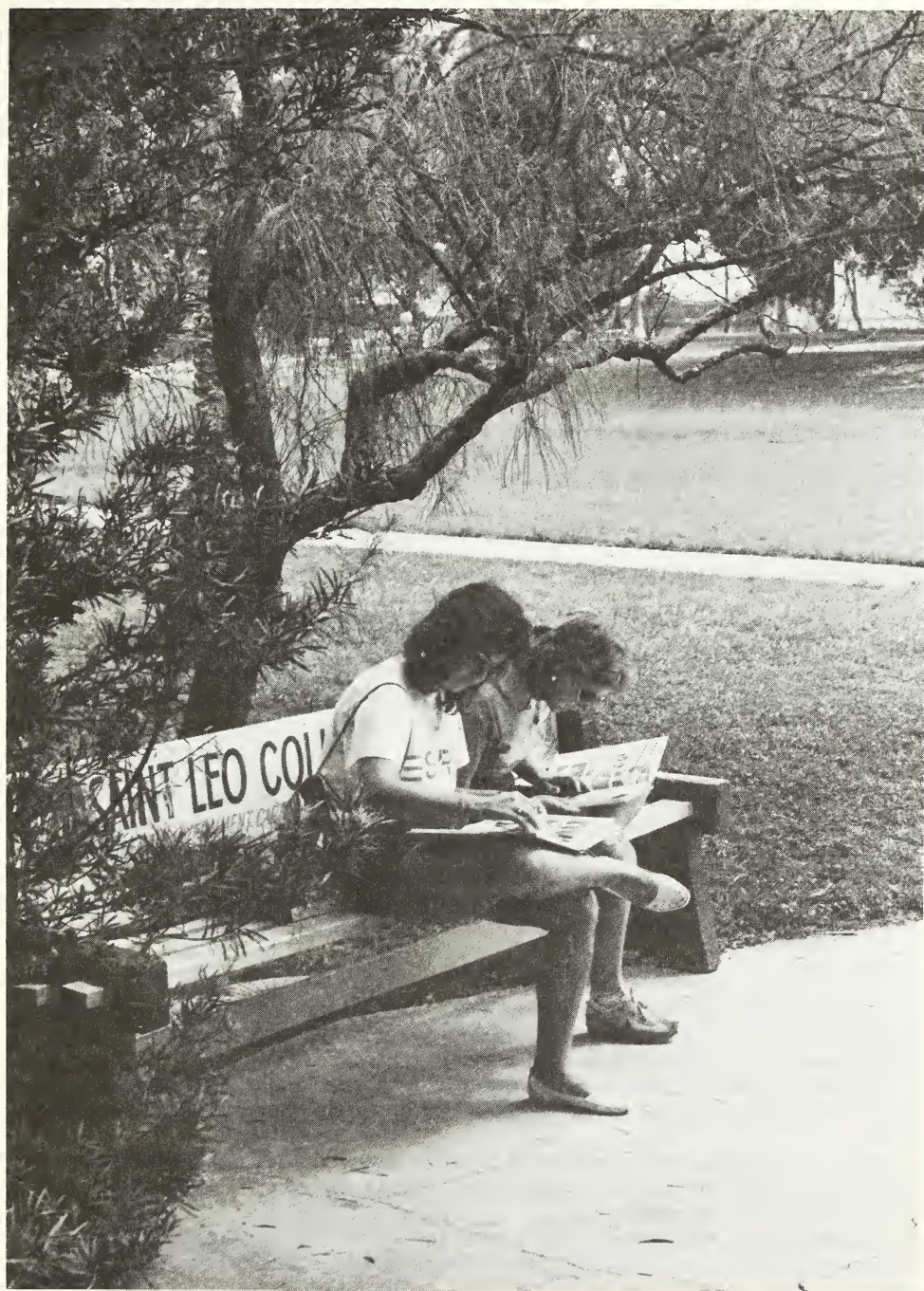
Established in 1967 by the charter senior class of Saint Leo College, the Alumni Association through its constitution and bylaws is governed by a Board of Directors elected from the membership. Officers of the association are elected annually by and from the Board. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. Former students who completed one year or more and whose entering class has been graduated are eligible for membership.

Alumni clubs, covering 70 percent of the association's members, have been organized in Chicago, Connecticut, the District of Columbia-Maryland-Virginia area, Dade City, Hernando County, Jacksonville, Massachusetts, Miami, New Jersey, New York, Orlando, St. Petersburg, Tampa and West Palm Beach. All Saint Leo clubs are chartered by the Board of Directors of the Alumni Association and operate under a standard club manual issued by the Board. Eligible for membership in the clubs are those individuals holding degrees from Saint Leo College, former students, spouses of alumni, and graduates of the Saint Leo College Preparatory School.

Class reunions are held on the campus during Alumni Homecoming for all Saint Leo College graduates and their families from the senior college, the junior college and the prep school. Highlighted are the five-year anniversary classes from the fifth reunion to the 50th.

The Alumni Office, located in Saint Francis Hall, maintains the names and addresses of the alumni as well as all records of the association.

Admission



Entrance Requirements

The basic requirement for admission to Saint Leo College is graduation from a secondary school with a satisfactory academic record. Satisfactory scores on the College Entrance Examination Board Scholastic Aptitude Test and positive recommendation from the High School Guidance Counselor are also required.

Saint Leo College accepts qualified applicants throughout the year (rolling admissions). Time of acceptance depends on the applicant's credentials.

Persons who are 20 years or older and who do not hold a secondary school or a G.E.D. diploma may apply if they can provide evidence that they are qualified to do college level work. Such evidence is to include an acceptable high school record or achievement test scores, or positive recommendations, or personal interview. Persons admitted under these special circumstances are given provisional status and must attain a grade point average of 2.00 or higher by the time they complete a minimum of 15 credit hours. Applicants receiving satisfactory scores on the General Education Development (GED) Tests may be admitted on the presentation of a State High School Equivalency Diploma.

Veterans must submit the DD214 form.

Honors Program

Students who are highly motivated and who are seeking an enriching academic experience are invited to apply to the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

Early Admission

High school students who have completed the 11th grade and have demonstrated outstanding academic achievement, and who wish to enter college without completing the 12th grade, may do so. Such applicants are encouraged to consult with the Dean of Admissions well in advance of the proposed date of entry.

Credit Bank

The credit bank is designed to allow high school students to earn college credit while still in high school. Ordinarily this permission will be given to students only to enable them to take a subject which is not offered by the high school. Procedure for enrolling is as follows:

- a. Approval of high school principal
- b. Completion of the Credit Bank Permit form prior to registration.

Credit From Standardized Tests

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, N.J. 98540.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES, and USAFI) will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript.

Recognition of Credit From Institutions of Higher Learning

Saint Leo College recognizes credit only from regionally accredited institutions.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The College will evaluate the results of these tests with the possibility of offering both college credit and advanced placement. Students with scores of 4 (honors) and 5 (high honors) will be considered for credit (awarded only at the end of the first scholastic year at Saint Leo College) as well as for advanced placement.

Transfer Credit

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admissions Procedure in this section.

Work in which a student has made a grade of "D" or better will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or better will be transferable.

There is one exception to the above mentioned "D" grade policy. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

Saint Leo College admits students holding an associate's degree from an accredited junior or community college.

The associate of arts degree-holder may earn a bachelor's degree by electing one of Saint Leo College's concentrations, satisfying all degree requirements, and completing a minimum of 30 credit hours at Saint Leo College. Basic Studies I requirements are to be considered satisfied by the A.A. degree-holder.

The associate of science or the associate of applied science degree holder may earn a bachelor's degree by satisfying all degree requirements and earning a minimum of 30 credit hours at Saint Leo College. Such persons have two options in regard to satisfying the concentration requirement. They may elect the A.S. or A.A.S. degree program as their concentration with the approval of the appropriate chairperson and the Vice President for Academic Affairs, or they may elect one of Saint Leo College's concentrations. In either case they have to complete the entire Basic Studies Program requirement through transfer of credits and/or on-campus courses.

Military Service Credits

Saint Leo College grants credits for military service and for military schools attended or Service Extension Courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD214 form.

International Students

Saint Leo College offers English instruction for speakers of other languages. In the developmental course for non-English speaking students emphasis is placed on English idiomatic usage. The college composition course uses transformational grammar to compare English to other languages, and also

addresses English idiomatic usage. Sufficient knowledge of English as demonstrated by the Test of English as a Foreign Language (TOEFL) is required for admission to the College. The TOEFL is given quarterly by the Educational Testing Service at various centers around the world.

Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree at Saint Leo College. Students in attendance at another college may present a statement from their dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Applications for degree-seeking status may be made at any time through the Admissions Office.

Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. It is, therefore, necessary for a student who wishes to return to the College to re-apply through the Office of Admissions. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office.

Saint Leo College students who enroll in courses elsewhere are encouraged to obtain prior approval for taking specific courses in order to be assured the courses they transfer back are applicable to their concentration or degree program. Prior Approval forms are available in division offices.

Admissions Procedure

Application forms may be obtained from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Students must have the following material filed with the Admissions Office before the registration deadline of the session they are planning to attend:

1. Completed application form,
2. The application fee, which is neither refundable nor applicable against school fees,
3. An official transcript of high school credits, or GED diploma, sent directly from the high school to the Office of Admissions. Students who have completed two years of college work need not submit a high school transcript.
4. Scores on the College Entrance Examination Board (CEEB) Scholastic Aptitude Tests or the American College Test (ACT).
5. An official transcript of courses taken at each college attended.
6. A statement from the previous college that the student is in good standing and eligible to return.
7. A recommendation from a professional at the most recently attended school or college.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Dean of Admissions. Acceptance of admission by the transfer student is regarded as acceptance of the evaluation of credits for transfer. Appeals concerning transfer credit may be made to the Registrar.

Financial Information



College Expenses

	Resident	Resident	Day Student	Day Student
	First Semester	Per Year	First Semester	Per Year
Tuition	\$2370	\$4740	\$2370	\$4740
Usual Room Charge	450	900	0	0
One-Time Enrollment Fee	200	200	200	200
Faculty & Support Fee	0	0	50	100
Student Health	46	92	46	92
Student Gov't Assessment	39	78	39	78
	<u>\$3105</u>	<u>\$6010</u>	<u>\$2705</u>	<u>\$5210</u>

Semester Meal Plans

The College provides an optional boarding program for all students except freshmen. All freshmen are required to be on one of the following meal plans to insure that they have a proper diet and to help them adjust to college life without the added responsibility of having to budget and plan for all meals. The Sunday dinner is served between 11:30 a.m. and 2:00 p.m. The meal program consists of four optional plans.

	Semester
1. Seven (7) days—Twenty (20) Meals	\$710
*2. Seven (7) days—Fourteen (14) Meals—breakfast or lunch or dinner	\$640
*3. Five (5) days (Monday–Friday)—Ten (10) Meals—breakfast or lunch or dinner	\$555
*4. Seven (7) days—Seven (7) Meals—dinner	\$420

*After the first week of classes, students must choose between breakfast or lunch or dinner.

For those students not on a meal plan, the dining hall offers meals on a flat price basis.

Linen

Resident students are responsible for supplying their own linens.

Laundry

Coin machines are available on- and off-campus. Limited laundry service is also available.

Part-Time Tuition Rates

The charge for a three credit hour course is \$150.

Thereafter, the following applies:

Hours	Charge	Hours	Charge
4	\$ 610	8	\$1490
5	830	9	1710
6	1050	10	1930
7	1270	11	2150
		12	2370

Schedule of Payments

New students are to pay a \$100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a \$100 non-refundable tuition deposit on or before **June 1** for the fall semester and on or before **November 15** for the spring semester. *The advance payment is used to reserve residence hall space and to permit the processing of a student's preregistration.*

Fall Semester	Date	Resident Student	Day Student
First Payment	July 15	\$1,000	
Balance Payment	August 19	(as billed)	(as billed)
Spring Semester			
First Payment	December 1	\$1,000	
Balance Payment	One week before registration	(as billed)	(as billed)

Course and Laboratory Fees

(Non-refundable)

Advanced Life Saving	\$15 each semester
Advanced course in science	25 each semester
Laboratory courses in computers and science	15 each semester
Bowling	15 each semester
CPR	15 each semester
Karate	30 each semester
Music: Private Instruction	80 each semester
(Instruments are available for rental through Division of Humanities)	
Sailing	20 each semester
Senior Life Saving	10 each semester
Student Teaching	35 each semester
Word Processing	15 each semester
Water Safety	20 each semester
Water Skiing	30 each semester

Special Fees

(Non-refundable)

Application	\$15
Late fee-late registration and/or late payment	25
Drop one course after Drop/Add Period (per course)	5
Deferred examinations	
Final (paid in advance)	10
Mid-term (paid in advance)	5
Credit-by-Exam charge (paid in advance)	\$50 per credit hour
Overload-in excess of 19 credit hours (per credit hour)	50
Graduation (regardless of participation)	50
Transcripts (after first one)	2
I.D. Cards (after first one)	5
Motor vehicle registration and parking	6
Resident hall room changes	25
Residence hall private room or Roderick suite fee	125
Late housing cancellation fee	45
Lost food card charge	10

Post Office Boxes

Post Office Box rental (\$6) is payable at the U.S. Post Office located on the campus.

Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student asked to withdraw from the College for disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deduction for non-refundable amounts:

Tuition:

Within seven (7) days from the first day of registration	80 percent
Within fourteen (14) days from the first day of registration	60 percent
Within twenty-one (21) days from the first day of registration	40 percent
After twenty-one (21) days	NO REFUND

Room Charge:

Within seven (7) days from the first day of registration	80 percent
Within (30) days from the first day of registration	60 percent
Within sixty (60) days from the first day of registration	25 percent
After sixty (60) days	NO REFUND

Business Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. Laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Office of Financial Aid on the main campus or from the College VA certifying officials at the extension centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid, if credit is to be allowed against semester charges.
5. Students on the Work-Study Program are paid bi-weekly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

Financial Responsibility

No transcripts, grades, letters of recommendation, certificates of attendance, or any other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to establish bank accounts at a local bank.

Family Tuition Reduction

Families with more than one child attending Saint Leo College at the same time as full-time students benefit from the following tuition schedule:

2 children	\$50 reduction per semester per child
3 children	\$100 reduction per semester per child
4 children	\$150 reduction per semester per child

Financial Aid

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. However, federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another. Financial need is determined by a federally approved agency on the basis of the financial information provided on an application form which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices. Students who do not demonstrate a "need" may avail themselves of a Deferred Payment Plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for financial aid.

Since financial conditions vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable from one college to another.

CLAST Test

Students who accept financial aid from the state of Florida are required by law to take the Florida College Level Academic Skills Test (CLAST). CLAST is preferably taken late in the sophomore year; it must be taken prior to the beginning of the junior year. Passing scores are required for retention of state financial aid.

CLAST is given three times each year. The two dates following the publication of this catalog are: October 5, 1985 and March 8, 1986. Registration deadlines for these test dates are September 6, 1985 and February 7, 1986. Questions concerning CLAST should be directed to the Campus Counseling Center. Questions concerning financial aid should be directed to the Financial Aid Office.

Application Process for Financial Aid

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by March 1 for Fall Semester or October 1 for Spring Semester. Since the Financial Aid Form (FAF) takes as long as six weeks to process, the Financial Aid Form should be filed as early as possible after January 1 for the Fall Semester. To apply, contact

Financial Aid Office
Saint Leo College
P.O. Box 2228
Saint Leo, Florida 33574

Priority will be given to students enrolling full-time with the highest need and academic promise.

Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this before being considered for any other kind of aid. Forms are available in high school guidance offices. If students plan to apply for other aid such as a state grant or work-study, they should use the Financial Aid Form (FAF) from the College Scholarship Service, available in high school guidance offices.

State Grants. Many states have state grants which can be used at colleges out of state. Criteria of eligibility, application procedures and deadlines vary so we suggest you contact your State Department of Education if the information below is insufficient.

Florida: Apply before April 1 on the Florida Financial Aid Form.

Massachusetts: The grant is available to renewal students only. Apply on the Massachusetts Financial Aid Form by April 1.

New Jersey: The grant is available to renewal students only. Apply on the New Jersey Financial Aid Form and fill out the New Jersey application form by March 15.

Pennsylvania: Apply on the Pennsylvania Financial Aid Form by May 1.

Vermont: Apply on the ACT Family Financial Statement (FFS) and fill out the Vermont Incentive Grant Application by March 1.

Connecticut: Apply on the Financial Aid form and indicate the Connecticut State Scholarship Program as recipient by February 15.

Rhode Island: Apply on the Rhode Island Financial Aid Form by March 17.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for Veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the Office of Financial Aid on the main campus (P.O. Box 2228) or from the College VA certifying officials at the extension centers.

Guaranteed Student Loans (GSL) and PLUS Loans (PLUS)

Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Parents of undergraduate students may also borrow from the same agencies. Contact your lending institution and forward your completed loan application to the Financial Aid Office for processing preferably three months prior to entrance.

Deferred Payment Plan

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

Academic Management Services, Inc. (AMS)

AMS offers a plan enabling you to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 1110 Central Avenue, Pawtucket, Rhode Island 02861.

Local Scholarships

Dade City Kiwanis Club Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Lou and Lillian Padolf Foundation Scholarships. These are awarded to residents of Clearwater, Largo, Dunedin, Seminole or Tarpon Springs who graduate in the top 25 percent of their class. Apply to Lou and Lillian Padolf Foundation, c/o Trust Department, First National Bank of Clearwater, P.O. Box 179, Clearwater, Florida 33517.

Holy Name Priory Scholarships. The Benedictine Sisters of the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to women members of the junior or senior class who have volunteered services to the College or the community. Mother Rose Marie Easley, O.S.B. Scholarship in the amount of \$750 is awarded annually to a woman resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters, P.O. Drawer H., Saint Leo, Florida 33574, by March 15 preceding Fall Semester.

Hazel Whitman Scholarship. The Saint Leo College Woman's Club awards this annual scholarship to a Pasco County resident. Contact the President of the Saint Leo College Woman's Club, P.O. Box 2035, Saint Leo, Florida 33574.

Financial Aid Available Through the College

Scholarships for which application is made to the Financial Aid Office

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding, not to exceed \$1000 yearly.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States, demonstrate financial need, good moral character and academic promise to qualify. Application is made on the Saint Leo College Financial Aid Application form obtainable from the Financial Aid Office, P.O. Box 2228, Saint Leo, Florida 33574.

1. **Supplemental Educational Opportunity Grant (SEOG).** These funds are allocated as part of a financial aid package to students with need.
2. **College Work-Study Program (CWSP).** Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
3. **National Director Student Loan (NDSL).** Under this program students who demonstrate a need and who have borrowed the limit under the GSL program may obtain a loan.

College Scholarships. To be eligible for a College scholarship a student should be enrolled full-time on the main campus. The bases on which selection is made are financial need, character, academic record and the specific criteria of the special awards. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student.

1. **Aetna Life and Casualty Foundation Scholarship Grant.** This scholarship is awarded to minority groups who demonstrate financial need.
2. **Benefactors Scholarships.** Income from these funds makes it possible to assist deserving students with the greatest unmet financial need. Saint Leo Abbey, John Barron, Saint Charles Borromeo, J. M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf family, Mary Kay Coppedge, Patrick & Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger.
3. **Catholic Scholarships** in the amount of up to \$500 per year are awarded to Florida residents who are practicing Catholics and demonstrate the greatest unmet need. Preference will be given to concentrators in Religious Education or Religious Studies. A letter of recommendation from the parish priest is required.
4. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing, and who is preferably a student of Spanish background.
5. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for educational scholarships.
6. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College, and who demonstrate unmet financial need.
7. **Honor Scholarships** in the amount of \$1,000 per year are awarded to students with a minimum high school grade point average of 3.00 and 1000 on SAT. This scholarship is available in selected areas of study.
8. **Knights of Columbus, Father Farrell Council 6476 Scholarship Fund.** A scholarship in the amount of \$500 per year shall be awarded to a student who meets the following criteria: the applicant must be a resident of Pasco County, Florida, a graduate of Pasco County high school or a Florida Catholic high school, a practicing Catholic, classified as a junior in college with a minimum GPA of 3.00 with a demonstrated financial aid need.
9. **Presidential Grants** in various amounts are awarded on the basis of unmet need and outstanding service to the College.
10. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco-Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
11. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota County, have SAT scores of 1100 minimum or a grade point average of 3.00 in their last three years of high school.

12. **Tri-County Scholarships** of up to \$300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.
13. **Dennis E. Vacenovsky Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College, and who demonstrate unmet financial need.

Scholarships for which application is made to the scholarship or division chairperson

1. **Athletic Scholarships** are awarded to outstanding basketball, tennis, soccer and baseball players. Apply directly to the Chairperson of the Division of Physical Education, P.O. Box 2038, Saint Leo, Florida 33574.
2. **Renee Cueto Scholarship Fund.** Income from this fund will be used to assist the most deserving theatre concentrators. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
3. **Marion Elizabeth Flagg Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
4. **Humanities Scholarships.** These scholarships, in various amounts, are awarded to students who demonstrate outstanding academic performance and financial need. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
5. **The C. P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in the Division of Education who are from Pasco County, Florida, who are deserving, of good character and in financial need. Apply to the Chairperson, Division of Education, P.O. Box 2098, Saint Leo, Florida 33574.
6. **Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics or humanities. Apply to the respective Chairperson.
7. **Dr. Herbert F. Wolf Scholarship Fund.** Income from this fund will be used to assist deserving students in science and mathematics (not available to freshmen). Apply to the Chairperson, Division of Natural Science and Mathematics, P.O. Box 2188, Saint Leo, Florida 33574.
8. **ROTC Scholarships.** All ROTC students who will be under the age of 25 at graduation are eligible to compete for one-, two- and three- year scholarships. ROTC Scholarships pay full tuition, books, fees, travel expenses, and \$100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact the Coordinator of Military Science, Saint Leo College, P.O. Box 2126, Saint Leo, Florida 33574.
9. **ROTC Scholarships for Veterans enrolled in the Military Education Program.** All veterans and active duty enlisted personnel who are enrolled in the Military Education Program and are ready for separation are eligible to apply for the Saint Leo College ROTC Incentive Award Program. All applicants who are accepted will receive an annual \$400 tuition rebate, plus \$1,000 per year from Army ROTC (over and above the GI Bill entitlement). Applicants with a 3.25 grade point average and SAT scores of 1000 will receive a \$1,000 per year tuition rebate. Saint Leo students at the Military Extension Centers should contact their Resident Center Coordinators for details. Students planning to transfer to the main campus must apply for this scholarship prior to transfer. Final decision regarding scholarship award rests with the College Financial Aid Director.

10. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chairperson, Division of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
11. **Nathan Altschuler Memorial Scholarship Fund.** Income from this will be used to assist deserving active duty military students currently enrolled in the Military Education Program, and who demonstrate unmet financial need. Apply to Resident Center Director.
12. **Religious Education/Religious Studies Scholarship Fund.** Income from this fund will be used to assist deserving students who are concentrators in Religious Education or Religious Studies. This fund is made possible by the generous support of the Saint Gerard Foundation, and Mr. and Mrs. James C. David.
13. **Father George Paulson Theology Institute Endowment Fund.** Income from this fund will be used to provide scholarships to deserving students concentrating in Religious Education or Religious Studies as well as provide lectures and other activities which further religious education and values.
14. **AFROTC Scholarships** (4, 3½, 3, 2½, and 2 year) are available to qualifying students. These scholarships pay all tuition, books, required fees, plus \$100 per month tax free. All students in the final two years, regardless of scholarship status, receive the \$100 tax free subsistence allowance.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations and in the following order of allocation: College Scholarships, SEOG, NDSL, PELL Grant, grants, loans, and in accordance with the College's equity packaging policies.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid students must maintain satisfactory progress as defined by College policies, state aid agencies' regulations, guarantee agencies, VA regulations or federal regulations, depending on sources of funds.

Definitions

New Hours exclude repeat courses.

Enrollment is based on tuition charges at registration.

Full-time is 12 credit hours minimum each term.

Term means one semester or the May Session.

Academic year means two semesters on campus. (Fall and Spring Semesters).

For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

COLLEGE STANDARDS OF PROGRESS

		EACH TERM		AT END OF EACH ACADEMIC YEAR	
	Minimum new credits to be earned	Minimum Term or Cumulative GPA	Minimum new credits to be earned (Fall and Spring)	Minimum Term or Cumulative GPA	
Freshmen, First Time in (any) College	9 New Hours	1.70	24 New Hours	1.70	
All Others	9 New Hours	2.00	24 New Hours	2.00	

In order to retain ANY aid, a student must meet the above standards. In addition, more stringent standards must be met to retain eligibility for certain programs as follows:

Academic College Scholarship: Specific standards described on the scholarship contract must be met.

State Aid: All states require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative GPA of 2.00 each term.

Guaranteed Student Loan: Various lending agencies have various standards of progress. In some cases, an agency will require a student to go up one class (from freshman to sophomore for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 grade point average should be able to meet all agencies' standards.

Time Frame for Recipients of Financial Aid

Students enrolled full-time must complete their course of study in no more than six academic years. The minimum amount of work a student must successfully complete by the end of each academic year is as follows:

Academic year completed	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Number of credits successfully completed	24	48	72	96	120	144

Aid for Part-Time Students

Part-time students (minimum 6 semester hours) are eligible to apply for a Guaranteed Student Loan (GSL) and to apply for the Pell Grant. To maintain their eligibility, they must successfully complete *all* credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence such as a copy of the hospital bill or letter from the physician certifying that the student was unable to attend classes.

Such appeal must be mailed to: Financial Aid Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.

2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raised his/her academic standing to meet the Standards of Progress as defined herein, through the completion of incomplete grade/grades or change of grade/grades. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade/s has/have been changed. This can be done by the student obtaining an unofficial revised grade transcript from the Records Office and bringing it to the Financial Aid Office with a request that his/her aid be reinstated, or it can be done by the student asking his/her instructor to send a letter to the Financial Aid Office attesting to the change of grade/s.

Summer Sessions

Students who do not meet the Standards of Progress by the end of the Spring Semester are encouraged to attempt to reinstate their eligibility for aid for the following academic year by enrolling in the Summer session on Campus or taking courses at another campus during the summer with prior approval of the Vice President for Academic Affairs.

It is the responsibility of the students who have permission to take summer courses for credit at another institution to submit a grade transcript to the Financial Aid Office together with a request for reinstatement of eligibility as soon as grades are available.

Academic Regulations



Registration

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the *College Catalog*.

Grading

	Quality Points Per Credit Hour
A Superior Performance	4
B+ Excellent Performance	3.5
B Very Good	3
C+ Above Average	2.5
C Average	2
D Below Average	1
F Failure	0
I Incomplete	0
W Withdrawn	
WE Withdrawn Excused	
(Due to extended temporary duty of student: Military Education Program only).	
AU Audit	

Pass/Fail grades are not computed in the grade point average. Incomplete work (I) is counted as failure (F) if the work is not made up by mid-semester of the following session.

Quality points are assigned only to grades earned at Saint Leo College.

Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed. On request to the Registrar they may have their cumulative grade point average adjusted to reflect only the higher grade earned at Saint Leo College.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error was made. The student who feels that he has received an improper grade must notify the faculty member immediately upon receipt of the grade.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned, and then dividing the total quality points earned by the total hours attempted.

Course	Hours Attempted	Grade	Quality Points	Total Quality Points	
FAS 121	3	A	(4)	12.00	
SPA 111	3	B	(3)	9.00	2.10GPA
CHE 121	3	D	(1)	3.00	
HTY 121	3	F	(0)	0.00	15 / 31.50
ENG 121	3	C+	(2.5)	7.50	
	15			31.50	

Academic Honor Code

Saint Leo College expects each student to uphold the principles of academic honesty, to be aware that instances of dishonesty (cheating on examination, plagiarism, that is, submitting papers written by other students or taken from published or unpublished sources as one's own), are serious academic violations, and to report any observed instance of academic dishonesty to the course instructor. It is the responsibility and obligation of each student to personally uphold the Academic Honor Code.

Procedures to be followed in response to violations of the Academic Honor Code are as follows:

1. The penalty for the **first offense**, that is plagiarism or cheating on an examination can result in an F for the test or assignment.
2. The penalty for the **second offense**, in the same or other courses can result in an F for the course in which the violation took place.
3. The penalty for the **third offense can result in the suspension of the student from Saint Leo College.**

These offenses need not occur in the same course or semester but will be considered cumulative during a student's enrollment at Saint Leo College. Each offense will be entered in student disciplinary records in the Office of Academic Affairs.

Plagiarism (the submission by a student of the work of another as if it were his/her own) and cheating on examinations are the most serious of academic violations.

The entire College community, students, faculty and administration are joined in an effort to achieve and maintain the academic integrity of Saint Leo College.

The Dean's List

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or better are recognized by placement on the Dean's List.

Grade Reports and Permanent Records

All unsatisfactory mid-semester grades, known as advisory grades, and all semester and Summer Session grades are mailed to the student's home address.

Each term grade report is prepared for each student showing the student's progress for that term. This information plus additional transfer credit, after 15 hours of residency, is placed on the student's permanent record. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Records Office. Official transcripts of this record may be released to a student or to others with the student's permission. Transcript requests are directed to the Records Office. The charge for each official transcript issued is \$2. Unofficial transcripts cost \$1 each, except those that are used by faculty for academic advising.

Credit by Examination

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Records Office.

Course Challenge Examination. Full-time students with a cumulative grade point average of 2.50 or better may request to earn credit for a course through examination. Permission to take an examination is granted by the chairperson in whose division the course is taught. A \$50 per credit hour fee must be paid in advance.

To receive credit the student must achieve a grade of "C" or above. If the student fails the examination, no grade will appear on the permanent record.

Standard Examinations. Students may receive credit after successfully completing any of the following standard examinations:

- Advanced Placement Examinations

- American College Testing Program Proficiency Examination Program (PEP)

- College Level Examination Program (CLEP)

 - General and Subject Examinations

 - (Up to 30 credits may be earned through the CLEP

 - General Examinations)

- Defense Activity for Non-Traditional Educational Support (DANTES)

- GED College Level Examinations

- United States Armed Forces Institute (USAFI)

Academic Term

The campus academic programs, including the Educational Services extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a six-week Summer Session. Students find this session useful as a make-up session or as a means to earn additional credit for early graduation. The normal student course load for the session is two three-credit courses plus a one-credit course in physical education. Enrollment in the Summer Session is optional.

Educational Services extended programs and Weekend College continue in a 13-week Summer Session.

The Military Education Program follows five nine-week terms in the academic year, starting about August 1 and ending in the last week of July.

Course Load and Overload

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students normally carry 15 to 18 credits.

Students who wish to take more than 19 credit hours must have a minimum cumulative grade point average of 2.00. In order to enroll in courses that would constitute a course overload students have to be cleared by the Registrar. This is done after students confer with their advisors and receive their advisors' approval to engage in an overload. *Any student who is registered for 20 or more credits after the Drop/Add period will be assessed a non-refundable fee of \$50 per credit hour for credits in excess of 19.*

Audit

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses including the \$50 per credit hour charge for credits in excess of 19. See the tuition rates for part-time students in the preceding Financial Information section.

A change from audit to credit will not be permitted after the first week of the semester. Students are expected to make necessary arrangements before the planned absence from class.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Instructors include a course attendance policy in each of their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and Spring breaks.
3. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor, who, in turn, submits a written report (Course Warning) to the Vice President for Academic Affairs.
4. In the case of college-sponsored activity absences, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. It is intended that students not be penalized for participating in College-sponsored activities, e.g., field trips, intercollegiate contests, etc.

Drops and Adds

A student who registers for any course—audit or credit, required or elective—is expected to complete the course. During the first week of a semester, students may replace a course they have dropped by adding another provided they meet the qualifications for it.

Drops and Adds are handled through the Records Office. After the first week of a semester there is a \$5 fee for each course change. No charge will be levied if the change is necessary because of faulty advising.

Each student has the prerogative of dropping a course until the end of advisory week in a given semester. A student who withdraws after the deadline will receive a grade of "F" for any course that he/she drops. The official recording date of all drops will be the last day scheduled for dropping classes.

Final Exams

Final exams are scheduled after the last instructional class period of each semester and Summer Session. Students should plan to leave campus after the last day of final exams for the fall, spring and summer terms. Students are advised to make their travel arrangements for the entire year as early as September. After students know of their actual exam schedule they can change their departure plans accordingly. The final exam schedule is announced near mid-semester to give students time to make travel arrangements.

Academic Warning, Probation and Suspension

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning, probation and suspension is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to initiate remedial action on behalf of a student who is placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic Warning

Any semester when a student earns below a 2.00 *semester* grade point average, the student will be placed on academic warning.

Freshmen on academic warning are not eligible to pledge fraternities or sororities.

Academic Probation

Students with a *cumulative* grade point average below 2.00 (except first semester freshmen) will be placed on academic probation.

Freshmen who earn below a 1.70 semester grade point average or who received failing grades in more than one course at the completion of the first semester will be placed on academic probation.

Students on academic probation are not eligible to be active members of any recognized campus organization or extracurricular activity. To maintain eligibility to participate, students must remain free from academic or disciplinary probation and must earn an average of 12 semester hours for each semester they are enrolled.

Members of varsity sports programs and students receiving financial aid must inform themselves of special eligibility requirements of these programs.

Veterans Benefits and Academic Progress

Students using VA benefits must maintain the academic standards of progress specified above to remain eligible for payment of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Suspension

Students whose *cumulative* grade point average does not reach the designated average requirements related to their academic level are subject to academic suspension. Those students who fail more than two courses in a semester are subject to review and the possibility of suspension.

The number of semester hours used in determining a student's academic level is based on full-time tuition charged for the first two semesters or the equivalent and the total credit hours attempted thereafter. Cumulative averages

required to insure that a student is academically eligible to remain in college at the end of each academic level are as follows:

Academic Level	Cumulative Average Required
Two semesters (full-time)	1.50
57 semester hours	1.70
84 semester hours	1.90

The academic level is based upon the total credit hours *attempted*, including hours transferred from other colleges. The academic average is based only upon the total credit hours attempted at Saint Leo College.

Students who do not have a 2.00 cumulative average at 124 semester hours, or at the maximum semester hour level in concentrations which require more than 124 semester hours, will be permitted up to 12 additional semester hours in residence to raise their cumulative average. All distribution requirements must be met within the extended semester hour total.

Appeals

Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the Academic Standards Committee's official notification. A successful appeal lifts suspension but academic probation remains.

Appeals from academic suspensions are made in writing to the registrar. Students who are registered in the Educational Services or Military Education Program appeal through their program coordinator or director, respectively.

Reinstatement

Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after two semesters if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement must be submitted to the registrar at least one month before the intended date of reentry to the College. Students who are registered in the Educational Services or Military Education Program petition through their program coordinator or director, respectively. The written appeal must include students' personal assessments regarding the factors that led to their suspension, and what they would do differently to positively alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisors and at least one faculty member or their division chairperson.

Suspended students seeking reinstatement after the required suspension period must include in their petition evidence of accomplishment, which may consist of an official transcript of academic work completed since their suspension. If they do not attend college, they need to present proof of satisfactory military service, or letters reporting gainful employment with statements from supervisors attesting to their performance, initiative and responsibility, or any other documentation that would support their petition.

The Academic Standards Committee determines whether to deny or grant requests for reinstatement and determines the conditions of reinstatement. In the case of students in the Educational Services or Military Education Program, the program coordinator or director serves in place of the Academic Standards Committee.

Withdrawal From The College

If students find it necessary to withdraw from the College for any reason they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Office of Student Affairs and the procedure outlined therein must be followed. Students who fail to carry out these procedures will be considered to be continuing students and will receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until such form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

Classification of Students

Students are classified according to the number of credit hours earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credit hours.

Sophomore—a student with at least 30 and fewer than 60 earned credit hours.

Junior—a student with at least 60 and fewer than 90 earned credit hours.

Senior—a student with at least 90 earned credit hours.

Special—a non-degree-seeking student.

Degree Requirements

To earn the bachelor's degree the student must meet the following requirements:

1. Complete a minimum of 120 credits, exclusive of the general physical education requirements.
2. Complete the Basic Studies Program.
3. Complete a minimum of 39 hours of course work at the 300–400 level.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete all the requirements of the student's division and concentration.
6. Attain a minimum cumulative grade point average of 2.00 in the concentration.
7. Complete such comprehensive examinations as may be required by the College.
8. Fulfill the residency requirement.
9. Satisfy all financial obligations.
10. Apply for graduation at registration or in the Office of Public Affairs.

Students who do not have a 2.00 cumulative average at 124 semester hours, or at the maximum semester hour level in concentrations which require more than 124 semester hours will be permitted up to 12 additional semester hours in residence to raise the cumulative average. All distribution requirements must be met within the extended semester hour total.

In order to earn from Saint Leo College a second bachelor's degree (if B.A. is held, a B.S. would be the second degree; if a B.S. is held, a B.A. would serve as the second degree), the Saint Leo College student must complete a minimum of an additional 30 semester hours with the College and satisfy additional concentration requirements.

To earn the associate degree the student must meet the following requirements:

1. Complete a minimum of 60 credits, exclusive of the general physical education requirement.
2. Complete Basic Studies I.
3. Attain a minimum cumulative grade point average of 2.00.
4. Complete all program requirements.
5. Fulfill the residency requirement.
6. Satisfy all financial obligations.

7. Apply for graduation at registration or in the Office of Public Affairs.

Residency Requirements

Four academic years or eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the liberal arts associate of arts degree.

To satisfy residency requirements, students must complete a minimum of 30 semester hours at Saint Leo College. They must also be in attendance during the last two semesters.

Students who have satisfied the residency requirements and have completed all but nine semester hours of their degree credits may request to take these final hours elsewhere. In order to do so, they must petition in writing through their division chairperson for special consideration. Petitions require the endorsement of a student's division chairperson and approval of the Vice President for Academic Affairs.

Residency requirements for off-campus students enrolled in the external programs may be found in the *College Catalog* under Military Education Program and Educational Services Program.

Application for Graduation

Students must make formal application for graduation at registration or in the Office of Public Affairs. A \$50 fee is required for graduation, even if the student chooses not to participate in the commencement exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted by the end of the first semester of the final year in which the student expects to graduate.

The College has one formal (with academic regalia) graduation each year at the completion of the spring semester.

Participation in Commencement

All students who have met the requirements of Saint Leo College for receipt of associate or bachelor's degrees and have met all financial responsibilities may participate in commencement ceremonies.

Graduation With Honors

The bachelor's degree is conferred: *summa cum laude* on students who have a cumulative grade point average of at least 3.90; *magna cum laude* on students who have a cumulative grade point average of at least 3.75; *cum laude* on students who have a cumulative grade point average of at least 3.50. To graduate with any of the above honors, students must have earned their last 45 credit hours at Saint Leo College.

Only *laude* graduates are recognized for honors in the graduation ceremony.

External Degree Program students who have completed at least 30 but less than 45 credit hours with Saint Leo College and who have completed a bachelor's degree with a cumulative grade point average of at least 3.50 will be awarded the degree "With Honors."

Awards

The following awards are given to members of the graduating class:

The Clara McDonald Olson Scholarship Award to the graduating student earning the highest scholastic average. Students receiving this award must have

The Abbot Marion Bowman Activities Award to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The Thomas B. Southard Leadership Award Sabre to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina, and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Office of Alumni Affairs and the Department of Military Science.

The Floreat Award

The award may be given at graduation by the Board of Trustees in recognition of distinguished benefaction to Saint Leo College and to Catholic education in the state of Florida. Recipients are:

- 1961 Right Reverend Monsignor MacEachen
- 1962 Mr. Robert A. Brown
- 1963 Mr. Leo N. Hierholzer
- 1964 Mrs. R. Hill Bolling
- 1967 Mrs. Bertha Evans Brown

Degree Conferral

Degree Conferral: the date of Commencement (in April), September 1, January 1.

Academic Programs



The liberal arts curriculum of Saint Leo College enables students to become persons of culture and conscience. To this end, the academic program acquaints students with the major areas of human knowledge—the humanities, sciences, and social sciences—and allows them to pursue a concentration in the area of their interest and talent. The program encourages students to relate knowledge gained from other disciplines with the principles of their chosen concentration. The liberal arts offer students the opportunity to gain greater knowledge of themselves, develop a concern for others, and ultimately acquire insight into their responsibilities in this world.

Saint Leo College offers the following liberal arts degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work.

Students electing an Associate of Arts degree concentrate in liberal arts.

Students electing the Bachelor of Science degree concentrate in the field of medical technology or health care administration.

Students electing the Bachelor of Social Work degree concentrate in the field of social work.

Students electing the Bachelor of Arts degree concentrate in the following fields:

Accounting

Art

Arts Management

Biology

Business Administration

Computer Systems in Business

Criminology

Elementary Education

English

Finance

History, including International Studies

Human Resources Administration

Human Services

Management

Marketing

Music Theatre

Physical Education, including Sports Management

Political Science

Pre-Law

Psychology

Public Administration

Religious Education

Religious Studies

Restaurant Management

Sociology

Special Education (MR)

Theatre-Dance

Degree Conferral: the date of Commencement (in April), September 1, January 1.

A student may pursue the following pre-professional programs with the biological science concentration: pre-dental, pre-medical, pre-nursing, pre-osteopath, pre-pharmacy, and pre-veterinary.

The social work program is accredited by the Council on Social Work Education.

Teacher education programs that have been approved by the Florida State Department of Education and lead to teacher certification:

- Art (K-12)
- Elementary Education (1-6)
- English (7-12)
- History (7-12)
- Mental Retardation (K-12)
- Physical Education (6-12)
- Political Science (7-12)
- Religious Education (7-12)

Other programs that lead to teacher certification:

- Biology (7-12)
- Early Childhood (N-K)
- Social Studies (7-12)
- Speech (7-12)

The Basic Studies

Saint Leo College places strong emphasis on basic studies, recognizing the need for its students to become acquainted with the major areas of human knowledge. Faculty advisors aid students in selecting courses that will best contribute to educational and vocational goals. Basic studies offers students a liberal exposure to the arts and sciences.

Basic studies consist of two components; Basic Studies I and Basic Studies II, requirements for all bachelor degree programs. There is also a physical education requirement.

No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Basic Studies I requires a minimum of 30 credit hours (10 courses) and Basic Studies II requires a minimum of 15 credit hours (five courses).

BASIC STUDIES

English

(Two Courses)

ENG 121 Composition

ENG 122 Composition and
Literature

(One Course)

ENG 221 Survey of English
Literature I

ENG 223 Survey of American
Literature I

ENG 225 World Literature I

Fine Arts

(One Course)

ART 121 Visual Fundamentals I

DAN 125- Introductory Dance
130 Courses

FAS 123 Introduction to Film

MUS 123 Introduction to Music

THE 121 Introduction to Theatre
and Drama

BASIC STUDIES II

English

(One Course)

ENG 221 Survey of English
Literature I

ENG 222 Survey of English
Literature II

ENG 223 Survey of American
Literature I

ENG 224 Survey of American
Literature II

ENG 225 World Literature I

ENG 226 World Literature II

ENG 227 Basic Journalistic Writing

Fine Arts

(One Course)

ART 121 Visual Fundamentals I

ART 122 Visual Fundamentals II

DAN 125-Introductory Dance
130 Courses

FAS 123 Introduction to Film

MUS 123 Introduction to Music

THE 121 Introduction to Theatre
and Drama

THE 123 Stagecraft

Philosophy & Theology
(One Course)

PHI 121 Introduction to
Philosophy
PHI 222 Philosophy of Man
PHI 224 Ethics

(One Course)

THY 110 Catholicism
THY 124 Introduction to the
Old Testament
THY 125 Introduction to the
New Testament
THY 131 Introduction to Religion
THY 221 Religions of the World

Science and Mathematics
(One Course)

BIO 121 Introduction to Biology
BIO 123 General Biology
CHE 121 Chemistry & Society
PHY 121 Fundamental Concepts of
Physics

(One Course)

MAT 112 Fundamentals of
Mathematics

MAT 114 Basic Algebra
MAT 118 Finite Mathematics
MAT 119 College Algebra
MAT 123 Precalculus

Social Science
(One Course)

HTY 121 United States History
to 1865
HTY 122 United States History
since 1865
HTY 123 Western Civilization
to 1500
HTY 124 Western Civilization
since 1500

POL 121 Introduction to Politics
POL 123 Law and Society
POL 223 American Federal
Government

(One Course)

PSY 121 Introduction to Psychology
PSY 122 Psychology of Adjustment
SOC 121 Introduction to Sociology
SOC 222 Social Problems
SWK 121 Introduction to Social
Work

Basic Studies I

Total: Ten Courses

Philosophy & Theology
(One Course)

PHI 121 Introduction to Philosophy
PHI 222 Philosophy of Man
PHI 223 Logic
PHI 224 Ethics

PHI 234 Contemporary Moral Issues
THY 110 Catholicism
THY 124 Introduction to the
Old Testament
THY 125 Introduction to the New
Testament

THY 131 Introduction to Religion
THY 221 Religions of the World
Science and Mathematics
(One Course)

BIO 121 Introduction to Biology
BIO 123 General Biology
BIO 220 Human Anatomy and
Physiology
CHE 123 General Chemistry I
CHE 124 General Chemistry II
COM 121 Introduction to
Computers

PHY 123 General Physics I
PHY 124 General Physics II
MAT 114 Basic Algebra
MAT 118 Finite Mathematics
MAT 119 College Algebra
MAT 123 Precalculus
MAT 231 Calculus and Analytic
Geometry I

Social Science
(One Course)

HTY 121 United States History
to 1865
HTY 122 United States History
since 1865
HTY 123 Western Civilization
to 1500
HTY 124 Western Civilization
since 1500

POL 121 Introduction to Politics
POL 123 The Law and Society
POL 223 American Federal
Government

POL 224 American State and
Local Government
PSY 121 Introduction to
Psychology

PSY 122 Psychology of Adjustment
SOC 121 Introduction to Sociology
SOC 222 Social Problems
SWK 121 Introduction to Social
Work

Basic Studies II

Total: Five Courses

In addition to the Basic Studies I and II requirements, all students are required to enroll in four one-credit physical education courses. Students who have at least two years of military service or are over 35 years of age or have an associate degree from an accredited junior/community college are excluded from this requirement. All students transferring with junior classification, except those who fall in one of the above mentioned categories, must complete at least two one-credit physical education courses.

Physical Education

(Four Courses)

PED 101 Concepts of Physical Education

PED 201 Beginning Swimming

PED 202 Intermediate Swimming

One Activities course (One studio dance course may serve as an Activities course)

Advanced Placement

High school students scoring high on the College Board Advanced Placement Examinations may be admitted to the College as freshmen at the end of their third year of high school. In addition students of special ability or background may waive certain lower-level courses and replace each with a higher-level course.

Credit by Examination

Full-time students may receive credit in courses by successfully completing approved standard examinations or comprehensive course challenge examinations. See Academic Regulations section.

English Language Proficiency

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 450 or above on the Test of English as a Foreign Language (TOEFL); or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Credit Substitution

Since the academic program is student-centered, it is flexible to meet individual needs and goals. Each divisional chairperson may permit substitution of resident, transfer or testing credit for degree requirements.

Directed Individual Studies

There are two distinct types of individual study: one involves a faculty-directed study of a topic beyond that which is taught in regular course offerings, and the other involves the faculty-directed pursuit of a specially scheduled regular course. In both cases, a minimum of one scheduled faculty contact per week is required of students.

Upon submitting a written proposal and receiving the permission of the appropriate division chairperson, a student may embark on an individualized study that could take the form of readings, library research, action or field research, or formal laboratory research. This enrichment option is usually limited to students who have demonstrated the potential to pursue scholarly activity independently beyond that expected in regular courses. Special courses with 429 course numbers are set up for this type of directed individualized activity.

In the case of the second type of individual study, a student may submit a written request to take a regular, required course on a directed individual study basis. Requests are submitted to a division chairperson (for on-campus students), a resident center director (for military education program students) or the education services dean (for educational services students). Permission is usually granted if students need a specific course to satisfy degree or concentration requirements and find that through no fault of their own, a required course is not offered when they can enroll in it. Generally, permission to use this option to satisfy a regular course requirement is granted only to students who are within two semesters of graduation and who satisfy all other academic course requirements. However, since written requests are submitted on an individual basis, exceptions may be made at the discretion of the appropriate administrator. This type of directed individual studies course is differentiated from regular courses by a "DS" designation on the student's transcript.

Veterans should contact the Office of Veterans Affairs on campus or the resident center director at branch campuses for information regarding VA educational benefits and directed individual studies courses, as rates of payment may differ between normal resident course work and directed individual studies course work.

Learning Assistance Services

Saint Leo College offers the underprepared student a comprehensive developmental program. The program is designed to assist students who need to improve their academic skills. The goal of Saint Leo College's developmental program is academic survival and success.

Developmental courses include lecture-discussion in regular classes and individualized work in a lab environment. All components of the developmental program employ qualified, professional tutors.

Entering freshmen and transfer students demonstrate their academic abilities through placement tests in each area. Those who show weakness in any area are placed in the appropriate developmental course and are required to complete the assigned course satisfactorily within their first two semesters at Saint Leo College. It is not unusual for first semester freshmen who need to strengthen their academic skills to enroll in College Reading Skills and Developmental Composition simultaneously. Such an approach not only strengthens academic skills but increases chances of survival and success as well.

In addition to the developmental courses in reading, writing and mathematics, Saint Leo College offers Introduction to College, College 101, which orients freshmen to college generally and to Saint Leo College specifically. The focus of College 101 is both academic and personal, and is available primarily to freshmen on a voluntary basis.

Credit earned in the courses described above is applicable toward graduation from Saint Leo College. The College Reading Skills course may be useful also to students preparing for graduate or professional schools where a high reading proficiency level is expected.

Placement Testing

Reading. The reading proficiency test determines comprehension, vocabulary, and reading rate. Students whose reading ability is determined to be unsatisfactory must enroll in ENG 112 College Reading Skills for one semester of their freshman year.

English. The English proficiency test determines student eligibility for the regular sequence of freshman English courses: ENG 121 Composition and ENG 122 Composition and Literature. Students whose test results indicate they need

to develop their English skills before entering the regular sequence must enroll in ENG 120 Developmental Composition. Freshman English courses for speakers of other languages are ENG 120S and ENG 121S, the same courses as ENG 120 and ENG 121 except that they emphasize English idiomatic expression.

Students with verbal scores of 550 or above on the Scholastic Aptitude Test (SAT) are eligible to take an examination for credit for ENG 121. Successful completion of this examination allows the student to enroll in ENG 122 and to receive three hours of credit for ENG 121 after one year of residence.

Mathematics. The mathematics proficiency test determines ability level in basic mathematical skills. Students who fail the arithmetic portion of the test must enroll in MAT 111 Developmental Mathematics during the freshman year. Students who pass the test may not enroll in MAT 111, but, depending upon results in the test, may enroll in mathematics courses such as MAT 112 Fundamentals of Mathematics, MAT 114 Basic Algebra, MAT 118 Finite Mathematics, MAT 119 College Algebra, or MAT 123 Precalculus. Students who have received credit for a mathematics courses at a higher level than MAT 111 may not subsequently enroll in MAT 111.

Developmental Course Grade Requirements

In MAT 111 Developmental Mathematics a grade of "C" or better is required to take a higher numbered course in mathematics.

A grade of "C" or better in ENG 120 Developmental Composition is required to take ENG 121 Composition. A grade of "C" or better in ENG 112 College Reading Skills is required in order to take ENG 122 Composition and Literature.

Honors Program

The Saint Leo College honors program stresses the importance of academic rigor and discipline through an integrated sequence of courses, varied academic and cultural activities, and entry into a community of scholars. These provide honors students with an enriched and cohesive liberal arts education.

The honors program is intended to serve the special needs and interests of the most inquisitive, highly motivated, and academically talented students, providing them with an opportunity to reach their full potential. Through the honors program, students enjoy the experience of analytical thinking, independent learning, intellectual discussion, and critical expression.

The honors program provides a challenging curriculum, stimulating instructors, and close association with other superior students. Honors students are usually active leaders on campus, both inside and outside the classroom.

Saint Leo College's honor program is affiliated with the National Collegiate Honors Council, which has a membership of over 200 colleges and universities and serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which was organized in 1973 as an affiliate of the National Collegiate Honors Council. The Southern Regional Honors Council addresses the needs and interests of honors programs and their members throughout ten southeastern states ranging from Virginia to Louisiana and Florida.

For information and application forms, contact Director of Honors Program, C/O Vice President for Academic Affairs, Saint Leo College, P.O. Box 2006, Saint Leo, Florida 33574.

Academic Advising

Sound academic advising can lead to a coherent, exciting and personally satisfying collegiate experience. Students are expected to take full advantage of the faculty advising program and to seek out their advisors for academic and other counsel.

All new students are assigned to and meet with their faculty advisors before registering for their first semester's courses. At the first meeting, the advisor introduces the student to pertinent academic regulations and requirements of the College and together they plan the student's courses.

After registration, usually during the first two weeks of the semester, students may return to their advisors to discuss their academic and professional goals, review important academic regulations and requirements, and plan specific programs of study. Generally, the faculty advisor is in the division of the student's stated program of interest. If so, and if the relationship is mutually satisfying, students retain the same advisor for as long as they continue their concentration.

Students who have not indicated a concentration at the time of their admission to the College remain with their initial faculty advisor until they choose a concentration. During the second semester, students who are ready to select a concentration file a change from "undeclared" to "concentration" status with the Vice President for Academic Affairs. It is then that students are assigned to a permanent faculty advisor by the chairperson of the division in which they plan to pursue a concentration.

At Saint Leo College, students are responsible for meeting their academic goals and course requirements. It is important, therefore, that they take the initiative in making appointments with their advisors to make sure that they are following academic policies and a proper course of study.

Concentration

Students usually select their field of concentration before the completion of their sophomore year. However, they may begin their concentration as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide early on their concentration. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a concentration usually begins in the first semester of the junior year. Prior to beginning their study, students are assigned to an advisor by the chairperson of the division in which they are concentrating.

Students who plan to teach at the secondary level should complete the professional courses in education in addition to all courses required in their concentration.

Students must attain at least a 2.00 grade point average in their concentration in order to graduate.

Preparation For Professions

Saint Leo College is primarily a liberal arts institution. However, basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science, and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field, but vary somewhat among professional and graduate schools.

Military Science

Army Reserve Officer Training Corps

The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two-year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the Regular Army. Depending on the students' academic major, their desires and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms and equipment are furnished. During the last two years, the student is paid \$100 per month for ten months during each academic year by the U.S. Government. In addition, one-, two-, and three-year scholarships may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into basic (MS I and MS II) and advanced (MS III and MS IV) courses. Admission to the basic course is open to full-time students, who will complete the four-year program before their 28th birthday, and are physically qualified. Admission to the advanced course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the basic course.

Credit for the basic course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire basic course may be received by attending Summer Camp under the two-year ROTC Program.

Additionally, Army ROTC offers "leadership labs" which are voluntary and carry no military obligation. Although the leadership labs carry no academic credit, they do allow students who cannot take an academic military science course to receive military credit for their participation. The leadership labs offered are:

LEADERSHIP LAB: Teaches basic military skills.

RANGER: Teaches survival techniques.

Freshmen and sophomores participate in ROTC on a voluntary basis, with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

For additional information, contact U.S. Army ROTC, Saint Leo College, P.O. Box 2126, Saint Leo, Florida 33574.

Air Force Reserve Officer Training Corps

The Air Force Reserve Officer Training Corps (AFROTC) is offered under an inter-campus agreement with the University of South Florida (USF). AFROTC courses are taken at USF, but Saint Leo College course credit is granted. The curriculum includes 16 credit hours of instruction by Aerospace Studies Department faculty over a four-year period.

Students may be enrolled in either a two- or four-year program. The four-year program normally requires a student to successfully complete all four years of academic work, AFROTC courses, and a four-week field training encampment between his/her sophomore and junior years. The two-year program gives students who do not enroll in AFROTC during his/her freshman and sophomore years, and transfer students from non-ROTC colleges, the opportunity of taking AFROTC. Selection for this program is in the spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry year. Upon entering the program, the student then completes all undergraduate requirements a mathematical reasoning course (if not already completed), and 12 credit hours of courses to qualify for commissioning as a second lieutenant in the Air Force.

Enrollment in a weekly one hour (non-credit) leadership laboratory is required of all students entering the program. Students wear the Air Force uniform during these periods, and are taught customs and courtesies of the Air Force.

AFROTC 3½-, 3-, 2½-, and 2-year scholarships are available for eligible applicants. In addition to the above requirements, scholarship recipients must also complete an English composition course and one term of a major Indo-European or Asian language.

Saint Leo College students interested in enrolling in the four-year program as freshmen may register at USF as special students. All other students interested should contact the Department of Aerospace Studies, USF, for advisement. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them.

Overseas Academic Programs

Saint Leo College offers academic programs in Spain with Saint Louis University and in France with the Institute for American Universities. Students may earn academic credit toward their degree program at Saint Leo College while enrolled in one semester or a full academic year abroad. Although juniors are usually selected to participate in the programs, some students may be eligible to study abroad during their sophomore year.

The skills and techniques acquired while living and studying abroad are often directly applicable to a student's chosen career and are of special value to one's intellectual development. Students who have participated in an overseas program have also developed a sensitivity in dealing with a variety of people and cultures and have developed an awareness of their own capacity and place in the world community.

It is important for students to enroll in elementary and/or intermediate Spanish or French even though English is the language of instruction for some courses. Since expenses for both programs are about the same as those for a comparable period of time at Saint Leo College, the opportunity to study abroad has been made economically feasible for most Saint Leo College students. Program information is available at divisional offices.

Each summer session two international seminars are offered; one in business administration and the other in humanities. Participants may receive up to six hours of credit.

All courses taken in foreign study programs under the aegis of Saint Leo College are entered in the student's Saint Leo College transcript. And grades earned are factored into the students' cumulative Saint Leo College grade point averages.

Off-Campus Study: United States

Field placements in state government agencies for 16 weeks may be arranged through the Florida Governor's Internship Program.

Students may study politics in the nation's capital for one semester of study at Catholic University in the Washington Studies Semester.

Inquiries may be made to Saint Leo College political science instructors.

Programs of Study

Concentrations

Programs of study and specific course requirements for the various concentrations offered by Saint Leo College are presented within the following divisions and program areas. Course requirements are fulfilled within a program component that consists of six phases: (1) Basic Studies I; (2) Basic Studies II; (3) Foundation Courses; (4) Concentration Requirements; (5) Physical Education; and (6) Electives. Some basic studies courses satisfy certain concentration requirements.

Academic Computer Services

Chester Bogosta, Director

In addition to curriculum support for all of the divisions, Academic Computer Services cooperates with the Divisions of Business Administration and Social Science in offering courses in Computer Information Systems. These courses stress the development of computer literacy and analytical skills in systems applications.

Business Administration

Computer Information Systems Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements. (Include COM 121)	
Foundation Courses	18
COM 201 Principles of Data Processing (3)	
COM 210 Computer Languages and Logic (3)	
COM 310 Software and Hardware Concepts (3)	
COM 320 Systems Analysis and Design (3)	
COM 410 Application Program Development (3)	
COM 421 Management Information Systems (3)	
Concentration Requirements	33
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 325 Business Statistics I (3)	
MGT 301 Principles of Management (3)	
MGT 311 Organizational Behavior (3)	
MKT 301 Principles of Marketing (3)	
Two upper division level courses from ACC, COM, ECO, FIN, GBA, HRA, MGT, MKT or POL 325 (6)	
Physical Education Requirements	4
Electives	24
Total Credits	124

*Criminology***Computer Information Systems Track**

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements (Include COM 121)	
Foundation Courses	18
COM 201 Principles of Data Processing (3)	
COM 210 Computer Languages and Logic (3)	
COM 310 Software and Hardware Concepts (3)	
COM 320 Systems Analysis and Design (3)	
COM 410 Application Program Development (3)	
COM 421 Management Information Systems (3)	
Concentration Requirements	33
POL 123 Law and Society (3)	
POL 224 American State and Local Government (3)	
POL 325 Public Administration (3)	
PSC 321 Criminal Law I (3)	
SOC 121 Introduction to Sociology (3)	
SOC 222 Social Problems (3)	
SOC 223 Statistics for the Social Sciences (3)	
SOC 326 Criminology (3)	
SOC 336 American Criminal Justice System (3)	
Two courses from: SOC 421 Juvenile Delinquency, SOC 430 Penology or COM (6)	
Physical Education Requirements	4
Electives	24
Total Credits	124

*Human Resources Administration***Computer Information Systems Track**

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include COM 121)	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	18
COM 201 Principles of Data Processing (3)	
COM 210 Computer Languages and Logic (3)	
COM 310 Software and Hardware Concepts (3)	
COM 320 Systems Analysis and Design (3)	
COM 410 Application Program Development (3)	
COM 421 Management Information Systems (3)	
Concentration Requirements	33
ECO 201 Principles of Macroeconomics (3)	
GBA 325 Business Statistics (3)	
PSY 228 Social Psychology (3)	
SWK 319 Human Behavior in Stress and Crisis (3)	
SOC 320 Methods of Social Research (3)	

MGT 301 Principles of Management	(3)	
MGT 311 Organizational Behavior	(3)	
MGT 331 Management of Human Resources	(3)	
MGT 441 Industrial Relations	(3)	
HRA 498 Seminar in Decision Making and Problem Solving	(3)	
HRA 499 Seminar in Human Resources Administration	(3)	
Physical Education Requirements		4
Electives		24
Total Credits		124

Psychology

Computer Information Systems Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements. (Include COM 121)	
Foundation Courses	18
COM 201 Principles of Data Processing (3)	
COM 210 Computer Languages and Logic (3)	
COM 310 Software and Hardware Concepts (3)	
COM 320 Systems Analysis Design (3)	
COM 410 Application Program Development (3)	
COM 421 Management Information Systems (3)	
Concentration Requirements	33
PSY 121 Introduction to Psychology (3)	
PSY 223 Statistics of the Social Sciences (3)	
PSY 228 Social Psychology (3)	
PSY 320 Methods of Social Research (3)	
PSY 324 Experimental Psychology (3)	
PSY 327 Abnormal Psychology (3)	
PSY 422 Psychology of Learning (3)	
PSY 427 Personality Theory (3)	
PSY 499 Senior Seminar in Psychology (3)	
Two upper division courses from PSY or COM (6)	
Physical Education Requirements	4
Electives	24
Total Credits	124

Sociology

Computer Information Systems Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements. (Include COM 121)	
Foundation Courses	18
COM 201 Principles of Data Processing	(3)
COM 210 Computer Languages and Logic	(3)
COM 310 Software and Hardware Concepts	(3)
COM 320 Systems Analysis and Design	(3)
COM 410 Application Program Development	(3)
COM 421 Management Information Systems	(3)

Concentration Requirements	33
SOC 121 Introduction to Sociology	(3)
SOC 222 Social Problems	(3)
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 323 Sociological Theory	(3)
Two courses from: SOC 324 Marriage and the Family, or SOC 424 Family Analysis, or COM	(6)
Three upper division courses in Sociology	(9)
Physical Education Requirements	4
Electives	24
Total Credits	124

The Division Of Business Administration

Marvin T. Travis, Chairperson

The Division of Business Administration, in cooperation with all other divisions, stresses education for the whole person. The Division specializes, as needed, to provide a basis for understanding the economic structure of our society. Those who enter the business world and the world of products, services, buying and selling must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing the emphasis on an educational program to develop a well-rounded person, capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The programs in the Division of Business Administration are designed as preparation for graduate study, for careers in business, industry, government, and education. The Division offers the bachelor of arts degree with concentrations in a number of areas, most built upon a common core of 45 credit hours of required courses in business and an additional 18 credit hours in the concentration speciality.

The Division also offers each summer an international business seminar in Europe. Students may earn up to six hours of elective credit in business administration. Interested individuals should consult a business faculty advisor for information about the seminar and application of credits toward their degree programs.

Internships are offered in accounting, finance, management, marketing and restaurant management.

Business Foundation Courses

Most of the four-year business administration concentrations are organized according to Basic Studies I (30 semester hours), Basic Studies II (15 semester hours), business foundation (45 semester hours), concentration specialization (18 semester hours), and electives (12 semester hours). Foundation courses provide the fundamentals in each of the key functional areas of business, and are required of all business concentrators in computer systems in business, finance, management, marketing and restaurant management.

Business Foundation Requirements

	Credits
ACC 201 Principles of Accounting I	3
ACC 202 Principles of Accounting II	3
ACC 326 Managerial Accounting or *ACC 331 Cost Accounting I	3

ECO 201 Principles of Macroeconomics	3
ECO 202 Principles of Microeconomics	3
FIN 325 Principles of Finance	3
COM 201 Principles of Electronic Data Processing	3
GBA 231 Business Law I	3
GBA 311 Quantitative Methods	3
GBA 325 Business Statistics I	3
GBA 498 Business Policy	3
MGT 301 Principles of Management	3
MGT 311 Organizational Behavior	3
MGT 321 Communications for Management	3
MKT 301 Principles of Marketing	3
Total Credits	45

*Accounting concentrators must take ACC 331 Cost Accounting I

Accounting

The accounting concentration is designed to lead toward a four-year accounting degree. The state of Florida requires 30 additional college hours, which includes additional accounting courses, for a graduate to sit for the Certified Public Accountant's examination and to practice as a Certified Public Accountant in Florida. This additional Florida requirement can be met by taking the four additional 3-hour accounting courses, Business Law II, and 15 hours in any other courses. It is recommended, however, that students plan to take a double concentration to satisfy their additional 30-hour requirement. Through planning and the use of summer sessions a freshman or sophomore who has decided to concentrate in accounting could finish the additional requirements at the time or close to the time required to complete a regular four-year degree.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	
Concentration Requirements	21
ACC 301 Intermediate Accounting I (3)	
ACC 302 Intermediate Accounting II (3)	
ACC 403 Accounting Information Systems (3)	
ACC 411 Auditing I (3)	
ACC 412 Auditing II (3)	
ACC 421 Taxation I (3)	
ACC 422 Taxation II (3)	
Physical Education Requirements	4
Electives	9
Total Credits	124

Computer Systems In Business

The computer systems in business concentration is designed to equip the student to understand the operation of an organization from the business point of view and the fundamentals of computer programming and processing, so that the two areas may be brought together in an intelligent manner.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	
Concentration Requirements	18
COM 121 Introduction to Computers (3)	
COM 210 Computer Languages and Logic (3)	
COM 310 Software and Hardware Concepts (3)	
COM 320 Systems Analysis and Design (3)	
COM 410 Application Program Development (3)	
COM 421 Management Information Systems (3)	
Physical Education Requirements	4
Electives	12
Total Credits	124

Finance

The finance concentration is designed to provide students with an opportunity to specialize in the financial area of management. Financial management is a key functional specialty in all private and public sector organizations of any size. It is recommended that students elect ACC 301 Intermediate Accounting I and ACC 302 Intermediate Accounting II.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	
Concentration Requirements	18
ECO 366 Money and Banking (3)	
FIN 331 Principles of Investment (3)	
FIN 332 Portfolio Management (3)	
FIN 333 Financial Institutions (3)	
FIN 477 Risk and Insurance (3)	
FIN 498 Policies and Strategies (3)	
Physical Education Requirements	4
Electives	12
Total Credits	124

Management

The management concentration is the concentration for the majority of business students. It is a general business concentration in the sense that it prepares the student to begin the climb in the management (business area) of almost any type of organization on the assumption that management skills, once learned, are applicable in most business structures.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	

Concentration Requirements	18
ECO 301 Managerial Economics or ECO 366 Money and Banking	(3)
FIN 331 Principles of Investment	(3)
MGT 331 Management of Human Resources	(3)
MGT 499 Seminar in Organizational Development	(3)
MKT 433 Marketing Problems	(3)
Business Elective (300-400 level)	(3)
Physical Education Requirements	4
Electives	12
Total Credits	124

Marketing

The marketing concentration is designed to serve those students who wish to specialize in the marketing sales areas of a business enterprise.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	
Concentration Requirements	18
MKT 306 Promotion Management	(3)
MKT 354 Principles of Retailing	(3)
MKT 383 Consumer Behavior	(3)
MKT 433 Marketing Problems	(3)
MKT 463 International Marketing	(3)
SPH 221 Fundamentals of Speech	(3)
Physical Education Requirements	4
Electives	12
Total Credits	124

Restaurant Management

The restaurant management concentration exists to provide students with the basics they will need to enter the fast growing restaurant industry.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	45
Refer to page 60 for requirements.	
Concentration Requirements	22
MGT 331 Management of Human Resources	(3)
RES 221 Introduction to Restaurant Management	(3)
RES 320 Purchasing	(3)
RES 330 Food Production Techniques	(3)
RES 401 Sanitation in the Food Service Operation	(3)
RES 425 Restaurant Management Internship	(4)
RES 498 Seminar in Restaurant Management	(3)
Physical Education Requirements	4
Electives	12
Total Credits	128

Other Business Concentrations

The following business concentrations address special needs and standards, which make each concentration differ from the foundation course requirements found in previously described business concentrations.

Arts Management

(See Humanities)

Business Administration

The business administration concentration offers students the opportunity to tailor a concentration to meet specific career objectives. To enter this concentration, a student must obtain the permission of the Division of Business Administration chairperson and contract to pursue an individually designed program at least two academic years prior to expected graduation.

Some of the careers that may be pursued through the flexible framework of this concentration are communications management, church administration and personnel management.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	15
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
GBA 311 Quantitative Methods (3)	
Concentration Requirements	39
ACC 326 Managerial Accounting (3)	
FIN 325 Principles of Finance (3)	
GBA 231 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 301 Principles of Management (3)	
MGT 311 Organizational Behavior (3)	
MKT 301 Principles of Marketing (3)	
Six additional 300-400 level business courses (18)	
Physical Education Requirements	4
Electives	21
Total Credits	124

Human Resources Administration

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	9
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
One course from POL 123 and SOC 222 (3)	
(The course selected may be taken in Basic Studies I or II)	

Concentration Requirements	39
GBA 325 Business Statistics I	(3)
MGT 301 Principles of Management	(3)
MGT 311 Organizational Behavior	(3)
MGT 331 Management of Human Resources	(3)
MGT 441 Industrial Relations	(3)
PSY 228 Social Psychology	(3)
SWK 319 Human Behavior in Stress and Crisis	(3)
SOC 320 Methods of Social Research	(3)
SOC 321 Social Organization	(3)
HRA 498 Seminar in Decision Making and Problem Solving	(3)
HRA 499 Seminar in Human Resources Administration	(3)
Two other upper division (300-400 level) courses selected from the areas of ACC, ECO, FIN, GBA, MGT, MKT, PSY, SOC, SWK, and POL	(6)
Physical Education Requirements	4
Electives	27
Total Credits	124

Sports Management

(See Physical Education)

The Division of Education

Lucille A. Fuchs, Chairperson

The Division of Education offers course work and programs for people who want to become teachers. A number of teacher certification programs at Saint Leo College have been approved by the state of Florida. This means that the state will give teacher certification to a person who graduates from one of the programs.

The teacher education program is intended to give the student a chance to grow not only in professional skills but also in personal commitment to the career of teaching. While the Division is ready to help its students do their very best, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of Teacher Education.

Under the direction of the chairperson, the Division of Education has three functions:

1. It directs and authorizes the development, implementation, and evaluation of the teacher education program.
2. It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
3. It offers its services for advancing education throughout the College and the larger community.

The Teaching Certificate

In order to be hired to teach, people must be certified by the state in which they hope to be employed. Each state has its own certification requirements, an interstate agreement on qualifications of education personnel has been arranged by some states. This means that each state which is party to the agreement will recognize other member states' program graduates as being equal. The following states and the District of Columbia are members of the interstate agreement:

Alabama	New Hampshire
Alaska	New Jersey
California	New York
Connecticut	North Carolina
Delaware	Ohio
Florida	Oklahoma
Hawaii	Pennsylvania
Idaho	Rhode Island
Indiana	South Dakota
Kentucky	Utah
Maine	Vermont
Maryland	Virginia
Massachusetts	Washington
Michigan	West Virginia
Nebraska	Wisconsin

To benefit from the interstate agreement it is necessary for a student to graduate from a state approved teacher education program. The Florida approved teacher education program at Saint Leo College includes:

- Art Education (K-12)
- Elementary Education (1-6)
- English Education (7-12)
- History Education (7-12)
- Physical Education (6-12)
- Political Science (7-12)
- Religious Education (7-12)
- Special Education: Mental Retardation (K-12)

Entering a Teacher Education Program At Saint Leo College

There are two steps a student must take to be admitted to training:

The first step is to declare a concentration in one of the teacher certification areas previously listed. This may be done on the college admission application form, or it may be done during the first or second year at Saint Leo College.

The second step involves being officially accepted in the teacher education program. There are special requirements which must be met in order for acceptance. It is not necessary to meet these requirements until 30 semester hours of course work (the freshman year) have been completed. Transfer students who have more than 30 hours of credit do not need to meet the requirements until they have spent at least one semester in residence at Saint Leo College.

The requirements are as follows:

1. Completion of an application form for admission to the teacher education program. (Forms available at education division office.)
2. Completion of the following courses with a minimum grade of C in each course: EDU 110 Practicum: Non-Instructional, EDU 112 Introduction to Education, EDU 221 Human Growth and Development.
3. Achievement of a minimum cumulative SAT score of 835 or a minimum composite ACT score of 17.
4. Achievement of a minimum basic skills score (40th percentile) in English and mathematics on a test given by the Saint Leo College Division of Education.
5. Recommendation for admission by the appropriate Saint Leo College division chairperson.

If students fail to meet the requirements above by the time they are sophomores (or have spent one semester as a transfer student), two things will happen:

1. The Division will attempt to find special help or remediation for the student.
2. The student will not be allowed to take new education courses until the requirements have been met. This is done so that students may concentrate on things they need to learn in order to meet the requirements.

If students cannot meet the requirements to enter the teacher education program after several attempts, it is normally suggested that they change their concentration to an area of study not related to teaching.

Student Teaching (EDU 410)

A student who wishes to be certified to teach must spend one semester as a student teacher. Student teaching is done during one of the last two semesters of study. Student teaching is a full-time activity and is taken only during a regular semester. Special requirements which must be met before a student is allowed to student teach are as follows:

1. Admission to the teacher education program.
2. Cumulative grade point average of at least 2.00 and a minimum of "C" in each education course taken.
3. Successful completion of the education course sequence.
4. A negative chest X-ray or tuberculin skin test report.
5. Completion of application for student teaching by February 15 or October 15 of the semester preceding student teaching.
6. Approval of the chairperson of the Division of Education or the chairperson's designee.

A special fee is charged prior to student teaching to help defray costs of the student teaching program.

Retention Policy

From admission through to the completion of all teacher education requirements, the progress of each student is monitored closely through the use of "Florida's 24 Essential Teacher Competencies" and their sub-skills (contact the education division for the complete listing). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated. Faculty, advisors and staff in the Division of Education and other associated divisions are involved in continuous monitoring and verification of student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the teacher education program. Others are counseled out.

In order to be recommended as having completed the state approved teacher education program, a student must complete all required education courses with a grade of "C" or better.

Elementary Education

The teacher education program in elementary education is designed for students who plan to teach in the elementary grades (1-6).

Certification in early childhood is possible through transcript evaluation by the Florida Department of Education. Requirements may be satisfied by completing the elementary education program plus EDU 300 Theory and Research in Early Childhood and EDU 301 Early Childhood.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements in general. Specific requirements in Basic Studies I and II are: ART 121, MAT 112, and MUS 123.	
Foundation Courses	15
EDU 110 Practicum: Non-instructional (2)	
EDU 112 Introduction to Education (3)	
EDU 210 Practicum: Instructional (4)	
EDU 221 Human Growth and Development (3)	
SPH 221 Fundamentals of Speech (3)	
Concentration Requirements	57
EDU 225 Social Studies in the Elementary School (3)	
EDU 227 Mathematics in the Elementary School (3)	
EDU 304 The Exceptional Child (3)	
EDU 321 The School Program (3)	
EDU 323 Method: Theory and Practice (3)	
EDU 328 Science in the Elementary School (3)	
EDU 331 Children's Literature (3)	
EDU 332 Language Arts Development (3)	
EDU 334 Introduction to Teaching Reading in the Elementary School (3)	
EDU 335 Diagnosis and Remediation of Reading Problems	
EDU 410 Student Teaching (12)	
EDU 450 Measurement and Evaluation (3)	
EDU 460 Individualized Instruction (3)	
ART 326 Art in the Elementary School (3)	
MUS 325 Music in the Elementary School (3)	
PED 305 Physical Education in the Elementary School (3)	
Physical Education Requirements	4
Electives	5
Total Credits	126

Special Education: Mental Retardation

This unique program combines the course-by-course certification requirements for elementary education with the state approved program in mental retardation. The graduates of the mental retardation program are trained to teach mentally handicapped individuals of any age or ability level. Florida state minimum certification requirements for elementary education (1-6) by transcript review are included in the schedule of courses. The beginning teacher's competitive position in the employment market is thereby substantially improved. While it is possible to complete the program in eight semesters, it is often found that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15

Refer to page 49 for requirements. Specific requirements in Basic Studies I and II are: ART 121, MAT 112, MUS 123.

Foundation Courses	13
EDU 110 Practicum: Non-instructional	(2)
EDU 112 Introduction to Education	(3)
EDU 210 Practicum: Instructional	(2)
EDU 221 Human Growth and Development	(3)
SPH 221 Fundamentals of Speech	(3)
Concentration Courses	69
EDU 225 Social Studies in the Elementary School	(3)
EDU 227 Mathematics in the Elementary School	(3)
EDU 304 The Exceptional Child	(3)
EDU 321 The School Program	(3)
EDU 323 Method: Theory and Practice	(3)
EDU 325 Introduction to Speech Disorders	(3)
EDU 328 Science in the Elementary School	(3)
EDU 331 Children's Literature	(3)
EDU 332 Language Arts Development	(3)
EDU 334 Introduction to Teaching Reading in the Elementary School	(3)
EDU 335 Diagnosis and Remediation of Reading Problems	(3)
EDU 405 Foundations of Mental Retardation	(3)
EDU 406 Curriculum and Methods for the Educable Mentally Retarded	(3)
EDU 407 Curriculum and Methods for the Trainable Mentally Retarded	(3)
EDU 408 Educating the Mentally Retarded for Modern Society	(3)
EDU 410 Student Teaching	(12)
EDU 450 Measurement and Evaluation	(3)
ART 326 Art in the Elementary School	(3)
MUS 325 Music in the Elementary School	(3)
PED 305 Physical Education in the Elementary School	(3)
Physical Education Requirements	4
Total Credits	131

Art

The student in the art teacher education program may fulfill the certification requirements for teaching in elementary and/or secondary schools by completing the art concentration as well as ART 326 and 327 and the following education courses: EDU 110, 112, 210, 221, 321, 323, 336, 410 and 450. Also required is SPH 221. Application to the program should be made in the sophomore year, or in the case of transfer students, during the first semester in residence.

Physical Education

Students must complete the basic studies program and fulfill the concentration requirements in physical education.

Required courses for a concentration in physical education (6-12) are: PED 113, 213, 220, 224, 225, 306, 307, 308, 309, 320, 350, 425, 443. Other required courses are: BIO 220, SPH 221, EDU 112, 221, 321, 323, 336, 410, 450.

Religious Education

This program is designed for those students seeking state certification to teach religion in grades 7-12. In addition to the basic studies and content requirements described under the Division of Philosophy and Theology section of this catalog, students are required to complete EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, and 489. Also required is SPH 221.

Secondary Education

Students who plan to teach at the junior, middle or senior high school level elect a concentration in their chosen subject field. It is necessary, therefore, for such students to enroll in the division that offers the area of specialization for which they desire certification. Areas of study that lead to teacher certification are: BIOLOGY, ENGLISH, HISTORY, POLITICAL SCIENCE, and SOCIAL STUDIES.

In addition to each concentration requirement, the following professional education courses from the Division of Education are required: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, and 489. Also required is SPH 221. The student must be admitted to the teacher education program and complete all professional education courses before enrolling in EDU 410 Student Teaching. Application to a teacher education program should be made in the sophomore year, or, in the case of transfer students, during the first semester in residence.

Certification By Transcript Approval

Saint Leo College course offerings make it possible for a student to receive Florida Department of Education Teacher Certification in the following areas: biology education (7-12), early childhood education (N-K), social studies education (7-12), speech (7-12).

Eligibility for certification in the above areas is determined by the Florida Department of Education on the basis of a course-by-course review of the student's transcript. Since this process of certification is not a part of the interstate certification agreement, some differences in state requirements may exist for certification in states other than Florida.

Florida Laws Concerning Education Programs and Teacher Certification

College graduates who have completed a Florida state approved teacher education program (or who have finished course-by-course certification requirements) are required to take and pass the Florida Teacher Certification Examination. This examination is administered by the state on specific testing dates. Florida law also requires that a candidate for regular certification complete what is termed the Florida beginning teacher program. The particulars of these requirements may be determined by contacting the Division of Education at Saint Leo College.

It should be noted that the teacher education program of Saint Leo College is subject to the requirements and the review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures such requirements supersede the statements in this catalog.

The Division of Humanities

Dirk R. Budd, Chairperson

The humanities explore the enduring intellectual, aesthetic, and ethical values of our cultural heritage. Through an increased knowledge of our literary tradition, the development of linguistic expertise, a critical awareness of

conflicting ideas, and a continuing pursuit of artistic perfection, the humanities involve the individual in creative experiences. These experiences are intended to guide students toward a sense of self and to prepare students for a wide range of challenging career opportunities.

Concentrations in arts management, art, English, music theatre, and theatre-dance are offered by the Division.

Students who plan to prepare themselves to teach in humanities should complete the professional courses in education as prescribed by the Division of Education.

Arts Management

The concentration in arts management is designed as preparation for administrative positions in art galleries, museums, community and professional theatres, concert halls, and other similar organizations. An arts management internship is optional.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	18
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
MGT 301 Principles of Management (3)	
ECO 202 Principles of Microeconomics (3)	
Two courses from the following: (6)	
ART 322 History of Art I	
ART 323 History of Art II	
THE 231 History of Theatre I	
THE 232 History of Theatre II	
MUS 321 Music History I	
MUS 322 Music History II	
ECO 201 Principles of Macroeconomics	
Concentration Requirements	39
HUM 228 Survey of Arts Management (3)	
HUM 320 Arts Management (3)	
HUM 499 Senior Seminar (3)	
FIN 325 Principles of Finance (3)	
GBA 231 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 311 Organizational Behavior (3)	
MKT 301 Principles of Marketing (3)	
Two courses from the following: (6)	
ENG 201 Expository Writing	
THE 335 Theatre Management	
SPH 221 Fundamentals of Speech	
MGT 321 Communications for Management	
Nine additional credit hours from a concentration offered by the Humanities Division (9)	
Optional Arts Management Internship	1-15
(Amount of credit to be determined by the divisional chairperson; may not replace any required course).	
Physical Education Requirements	4
Electives	3-18
Total Credits	124

Art

A concentration in art is designed as preparation for graduate study, for employment in creative arts, and for teaching in elementary or secondary schools.

The policies and regulations concerning a concentration in art are outlined in detail in the *Art Student's Handbook*. Before graduation, art concentrators must present an exhibit showing their ability to create in various art media.

Students seeking teacher's certification are required to take ART 326 or 327 and professional courses in education as prescribed by the Division of Education.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include ART 121)	
Basic Studies II	15
Refer to page 49 for requirements. (Include ART 122)	
Foundation Courses	6
ART 221 Drawing (3)	
ART 223 Beginning Painting (3)	
Concentration Requirements	22-30
ART 321 Studio I (2-6)	
ART 322 History of Art I (3)	
ART 323 History of Art II (3)	
ART 421 Studio II (2-6)	
HUM 499 Senior Seminar (3)	
Three other upper-division (300-400) art courses (9)	
Physical Education Requirements	4
Electives	39-47
Total Credits	124

Theatre-Dance

A concentration in theatre-dance is designed as preparation for graduate study or for employment in the creative arts.

Students specializing in theatre must enroll in College Theatre each semester in residence. The Saint Leo College Theatre offers three main student performances per year.

The curriculum in dance emphasizes both technique and theory and provides a strong foundation for further study or specialization in dance. Studio courses are offered on the introductory through advanced levels; I's and II's do not have to be taken in sequence.

Dance concentrators must participate in Dance Company or Ensemble for a minimum of six semester and must enroll in at least one dance technique course each semester.

Theatre Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	12
THE 123 Stagecraft (3)	
THE 223 Acting I (3)	
THE 231 History of Theatre I (3)	

THE 232 History of Theatre II	(3)	
Concentration Requirements		28
Two courses selected from:	(6)	
THE 321 Directing I		
THE 326 Playwriting		
THE 331 Scene Design		
THE 332 Lighting Design		
Two courses selected from:	(6)	
ENG 331 Modern American Drama		
ENG 332 Modern British & European Drama		
ENG 422 Shakespeare		
THE 335 Theatre Management	(3)	
HUM 499 Senior Seminar: Humanities	(3)	
Theatre-Dance Electives	(10)	
Physical Education Requirements		4
Electives		35
Total Credits		124

Dance Track

Program Components		Semester Hours
Basic Studies I		30
Refer to page 49 for requirements.		
(Include DAN 125 or 127, BIO 121, and PSY 121 or 122)		
Basic Studies II		15
Refer to page 49 for requirements. (Include BIO 220 and MUS 123)		
Foundation Courses		12
DAN 225 Intermediate Modern Dance I	(3)	
DAN 226 Intermediate Modern Dance II	(3)	
DAN 227 Intermediate Ballet I	(3)	
DAN 228 Intermediate Ballet II	(3)	
Concentration Requirements		33
DAN 321 Dance History: Ballet	(3)	
DAN 322 Dance History: Modern	(3)	
DAN 421 Dance Composition I	(3)	
DAB 422 Dance Composition II	(3)	
DAN 325 or 326 Advanced Intermediate Modern Dance I or II	(3)	
DAN 327 or 328 Advanced Intermediate Ballet I or II	(3)	
DAN 425 or 426 Advanced Modern Dance I or II	(3)	
DAN 427 or 428 Advanced Ballet I or II	(3)	
Six credit hours from:	(6)	
DAN 229 Intermediate Modern Jazz Dance		
DAN 233 Creative Movement for Children		
DAN 323 Labanotation		
DAN 331 Dance Pedagogy		
DAN 400 Special Topics		
HUM 499 Senior Seminar	(3)	
Physical Education Requirements		4
(Any studio dance course may be substituted for PHE 301)		
Electives		30
Total Credits		124

Music Theatre

A concentration in music theatre is designed as preparation for performance in musical comedy theatre, for employment in the creative arts, and as preparation for graduate study.

The curriculum provides performance and teaching technique training in acting/directing, vocal music, and dance. The performance and technique training is based upon solid theoretical foundations. Once the concentration requirements have been completed, students will be urged and guided to specialize according to individual interests.

Admission to the program will be limited to students selected through audition. Students will also be expected to participate in the production program in a significant manner.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	14
MUS 103 Theory Drill I (1)	
MUS 104 Theory Drill II (1)	
MUS 121 Music Theory I (3)	
MUS 122 Music Theory II (3)	
THE 223 Acting I (3)	
DAN 131 Introduction to Tap Dance (3)	
Concentration Requirements	28
MUS 120, 220, 320, 420 Private Voice (4)	
MUS 438 Music Theatre Literature (3)	
THE 224 Acting II (3)	
THE 242 Stage Make-up (1)	
THE 243 Voice for the Stage (1)	
THE 244 Stage Movement (1)	
THE 321 Directing I (3)	
THE 324 Styles of Acting (3)	
THE 336 The Broadway Musical (3)	
DAN 230 Intermediate Tap (3)	
HUM 499 Senior Seminar (3)	
Physical Education Requirements	4
(Any studio dance course may be substituted for PHE 301)	
Electives	33
(Suggested electives: DAN 125, 126, 127, 128, 129, 130, 323, 421; MUS 111, 112; THE 123, 241, 322, 334, 431)	
Total Credits	124

Language and Literature

Language and literature provide students with the basic communications skills necessary for successful completion of their college program. In composition students learn to read intelligently, to think logically, and to write effectively. In literature they study the use of language as art.

The English concentration is designed as preparation for graduate study and teaching. It also serves as excellent background for careers in advertising, publishing, public relations, and free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

English-Literature Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	12
ENG 221 Survey of English Literature I (3)	
ENG 222 Survey of English Literature II (3)	
ENG 223 Survey of American Literature I (3)	
ENG 224 Survey of American Literature II (3)	
Concentration Requirements	27
ENG 321 The English Novel, or	
ENG 433 Modern British and American Writers (3)	
ENG 323 History and Structure of the English Language (3)	
ENG 331 Modern American Drama, or	
ENG 332 Modern British and European Drama (3)	
ENG 328 Biography and Autobiography, or	
ENG 435 Literary Criticism (3)	
ENG 422 Shakespeare (3)	
ENG 427 Restoration and Eighteenth-Century	
English Literature, or	
ENG 431 Nineteenth-Century English Literature, or	
ENG 436 Chaucer, Milton and Donne (3)	
HUM 499 Senior Seminar (3)	
Two other English courses (6)	
Physical Education Requirements	4
Electives	36
Total Credits	124

English-Writing Track

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	12
ENG 221 Survey of English Literature I (3)	
ENG 222 Survey of English Literature II (3)	
ENG 223 Survey of American Literature I (3)	
ENG 224 Survey of American Literature II (3)	
Concentration Requirements	27
ENG 323 History and Structure of the English Language (3)	
HUM 499 Senior Seminar (3)	
Four courses from: (12)	
ENG 201 Expository Writing	
ENG 227 Basic Journalistic Writing	
ENG 324 Reviewing and Critical Writing	
ENG 326 Playwriting	
ENG 328 Biography and Autobiography	
ENG 334 Writing the Short Story	
ENG 335 Verse Writing	
ENG 430 Independent Writing	

Three other upper-level English courses	(9)	
Physical Education Requirements		4
Electives		36
	Total Credits	124

English-Teaching Track

English concentrators in the teaching track may also become certified to teach speech upon completion of the following additional courses: SPH 223, 331, and THE 121.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	12
ENG 221 Survey of English Literature I	(3)
ENG 222 Survey of English Literature II	(3)
ENG 223 Survey of American Literature I	(3)
ENG 224 Survey of American Literature II	(3)
Concentration Requirements	24
ENG 201 Expository Writing	(3)
ENG 323 History and Structure of the English Language	(3)
ENG 422 Shakespeare	(3)
ENG 433 Modern British and American Writers	(3)
HUM 499 Senior Seminar	(3)
Two other English courses	(6)
Professional Education Courses	37
Physical Education Requirements	4
Electives	2
	Total Credits 124

Liberal Arts

(Associate of Arts)

Applications for graduating with an associate of arts degree are available at registration or in the Office of Public Affairs.

Students who plan subsequently to pursue a bachelor of arts degree should obtain counseling to guide them in selecting additional basic studies courses in fulfilling the elective portion of the association of arts program. This will allow a student simultaneously to fulfill the A.A. degree requirements and the entire basic studies requirement of the bachelor of arts program. Two of any one-hour physical education courses may satisfy the two-hour physical education requirement.

Program Components	Semester Hours
Basic Studies I	30
General Electives	30
Physical Education Requirements	2
	Total Credits 62

Foreign Languages

No concentrations are offered in foreign languages. For those students who desire to study a foreign language, elementary and intermediate courses in Spanish are offered.

Speech

No concentration in speech is offered. English (teaching track) concentrators, however, may become certified to teach speech as well as English by completing the following courses: SPH 223, 331, and THE 121.

The Division of Natural Science and Mathematics

Robert H. Peterson, Chairperson

The Division of Natural Science and Mathematics deals with the nature of the universe about us and the methods employed to discover the laws underlying observed phenomena.

Concentrations in biology and medical technology are offered by the Division. Students who plan to teach biology in the secondary schools should complete the professional courses in education prescribed by the Division of Education in addition to all the courses required in the concentration. Courses required for teacher certification are: EDU 110, 112, 210, 221, 321, 323, 336, 410 450, 489, and SPH 221.

Pre-Professional Program

Courses applicable to pre-engineering, pre-medical, pre-dental, pre-veterinary science, pre-nursing, pre-pharmacy, and pre-medical technology are designed for students interested in beginning their course work at Saint Leo College. Variations in course requirements for those areas are made to conform to the requirements of the college the student will attend to complete his academic work. For guidance within these pre-professional programs, students should confer with the division chairperson.

Medical Technology

(Bachelor of Science)

A student concentrating in medical technology will spend three academic years at Saint Leo College with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 94 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student will be registered at Saint Leo College during this period of affiliation and will receive an additional 30 semester hours of credit.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include BIO 123, MAT 123)	
Basic Studies II	15
Refer to page 49 for requirements. (Include MAT 231)	
Foundation Courses	28
CHE 123 General Chemistry I (4)	
CHE 124 General Chemistry II (4)	
CHE 221 Organic Chemistry I (4)	
CHE 222 Organic Chemistry II (4)	
CHE 321 Quantitative Chemical Analysis (4)	
PHY 123 General Physics I (4)	
PHY 124 General Physics II (4)	
Concentration Requirements	19
BIO 221 Invertebrate Zoology (4)	
BIO 222 Vertebrate Zoology (4)	

BIO 422 Immunology	(3)	
BIO 425 Microbiology	(4)	
Upper division (300-400 level) course in Biology.	(4)	
Physical Education Requirements		4
Clinical Program		30
The clinical program is taken during the senior year at an affiliated hospital.		
MED 410 Microbiology	(6)	
MED 411 Parasitology	(2)	
MED 412 Urinalysis	(2)	
MED 413 Orientation	(1)	
MED 420 Hematology	(5)	
MED 421 Blood Banking	(3)	
MED 422 Serology	(2)	
MED 430 Chemistry, Clinical	(7)	
MED 433 Isotopes/Nuclear	(2)	
Total Credits		126

Biology

A concentration in biology is designed as preparation for graduate study, teaching in the secondary school, and for professional schools of medicine, dentistry, veterinary science, nursing and physical therapy. CHE 321 is strongly recommended. PHY 123 and 124 are recommended and required for entrance into graduate or professional training.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include BIO 123)	
Basic Studies II	15
Refer to page 49 for requirements. (Include MAT 123)	
Foundation Courses	20
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 221 Organic Chemistry I	(4)
CHE 222 Organic Chemistry II	(4)
MAT 231 Calculus and Analytic Geometry I	(4)
Concentration Requirements	31
BIO 221 Invertebrate Zoology	(4)
BIO 222 Vertebrate Zoology	(4)
BIO 223 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper division (300-400 level) courses in Biology.	(8)
Physical Education Requirements	4
Electives	23
(CHE 321, and PHY 123, 124 are recommended)	
Total Credits	124

Chemistry, Mathematics and Physics

No concentrations are presently offered in chemistry, mathematics and physics. However, sufficient courses are available to satisfy the related course requirements of other programs.

The Division of Philosophy and Theology

Leland Tyson Anderson, Chairperson

Philosophy and theology serve a vital role in the educational program at Saint Leo College. One course in philosophy and one course in theology and a third course from either discipline are required of all students for graduation. Both philosophy and theology focus on the meaning of life, exploring the fundamental questions concerning values inherent in human existence. The understanding of oneself, one's relationship with society, with the world, and with the Creator are examined philosophically to achieve an empirically sound, rationally coherent and pragmatically successful world view. A complementary and added dimension is attained by addressing these questions in light of divine revelation in the course of theology.

Concentrations in religious studies and in religious education are offered by the Division.

Philosophy

The philosophy courses explore a range of fundamental questions including the nature of man, the procedures for logical thought, man's moral beliefs, contemporary moral issues, and the existence and nature of the divine.

Religious Education

A concentration in religious education is designed as preparation for teaching religion on the secondary level as well as working as coordinator of CCD programs and as director of religious education.

This program meets state certification requirements as well as providing a background for graduate study in the field of religious studies.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Include THY 124 and 125.	
Foundation Courses	15
EDU 110 Practicum: Non-instructional (2)	
EDU 112 Introduction to Education (3)	
EDU 210 Practicum: Instructional (4)	
EDU 221 Human Growth and Development (3)	
SPH 221 Fundamentals of Speech (3)	
Professional Education Courses	27
EDU 336 Reading in Middle and Secondary Schools (3)	
EDU 321* The School Program (3)	
EDU 323* Method: Theory and Practice (3)	
EDU 410* Student Teaching (12)	
EDU 450 Measurement and Evaluation (3)	
EDU 489 Special Methods, Secondary (3)	
*These are taken as a group during one semester.	
Concentration Requirements	30
THY 124 Introduction to the Old Testament (3)	
THY 125 Introduction to the New Testament (3)	
THY 333 Survey of Christian Theology I (3)	
THY 334 Survey of Christian Theology II (3)	

THY 324 Studies in Christian Thought or	
THY 433 The Second Vatican Council	(3)
THY 489 Methods and Materials in Secondary	
Religious Education	(3)
Four other courses in Theology.	(12)
Physical Education Requirements	4
Electives	3
Total Credits	124

Religious Studies

A concentration in religious studies is designed as a preparation for graduate study in theology and religion and for teaching.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include THY 124)	
Basic Studies II	15
Refer to page 49 for requirements. (Include THY 125)	
Foundation Courses	6
THY 333 Survey of Christian Theology I	(3)
THY 334 Survey of Christian Theology II	(3)
Concentration Requirements	18
THY 324 Studies in Christian Thought or	
THY 433 The Second Vatican Council	(3)
Five other courses in Theology	(15)
Physical Education Requirements	4
Electives	51
Total Credits	124

The Division of Physical Education

Norman D. Kaye, Chairperson

The Division of Physical Education offers a broad concentration with three specialized tracks that prepare students for careers in teaching, sports management, recreation and other leisure programs. In addition, each track provides a strong foundation for graduate study.

Corrective Therapy

(Pending Certification)

Students who are interested in pursuing corrective therapy should apply by the end of their freshman year. In addition to completing the teacher track in physical education, students must satisfy the following experiential requirements: (1) sixty (60) contact hours of clinical experience during the sophomore and junior years; (2) sixty (60) contact hours of pre-internship during the senior year; and (3) an academic year of full-time internship following the senior year.

To qualify for the credit-bearing internship, students must have earned a minimum cumulative grade point average of 3.00, and must have earned at least a "C" grade in each corrective therapy course given below.

In order to gain certification from the American Corrective Therapy Association, students must pass the association's certification examination following their internship.

Program Components	Semester Hours
Physical Education	36
PED 360 School and Community Health Education and Disease (3)	
PED 418 Clinical Internship in Corrective Therapy 419 (12 credits each semester) (24)	
PED 420 Kinesiology (3)	
PED 428 Kinesiotherapy (3)	
PED 448 Organization and Administration of Corrective Therapy (3)	
Psychology	15
PSY 121 Introduction to Psychology (3)	
PSY 122 Psychology of Adjustment (3)	
PSY 228 Social Psychology (3)	
PSY 322 Physiological Psychology (3)	
PSY 327 Abnormal Psychology (3)	
Total Credits	51

General Track

In any course involving more than one subject (i.e., PED 322 Coaching Football and Baseball or PED 307 Swimming-Golf) the student must pass each subject area to pass the course.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Specific requirement is BIO 121.	
Basic Studies II	16
Refer to page 49 for general requirements.	
Specific requirement is BIO 220.	
Foundation Courses	16
PED 113 Introduction to Physical Education (3)	
PED 213 Practicum: Physical Education (3)	
PED 220 Motor Development (3)	
PED 224 CPR-Basic Life Support (1)	
PED 225 First Aid and Personal Safety (3)	
SPH 221 Fundamentals of Speech (3)	
Concentration Requirements	36
Core I (15)	
PED 320 Theory and Practice of Coaching (3)	
PED 350 Adaptive Physical Education (3)	
PED 420 Kinesiology (3)	
PED 425 Physiology of Exercise (3)	
PED 443 Organization and Administration of Physical Education (3)	
To be determined.	
Students are required to complete an additional seven (7) Physical Education courses.	
Physical Education Requirements	4
Electives	22
Total Credits	124

Sports Management Track

Juniors and seniors in sports management are required to perform a minimum of 60 hours of volunteer internship each year (on-campus only). Exceptions must be approved in advanced by the chairperson.

In any course involving more than one subject (i.e., PED 322 Football and Baseball Coaching or PED 307 Swimming-Golf) the student must pass each subject area to pass the course.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Specific requirements for Basic Studies I are:	
BIO 121, DAN 125, MAT 118, PSY 121, SOC 121.	
Basic Studies II	16
Refer to page 49 for general requirements.	
Specified requirements for Basic Studies II are BIO 220, ENG 227.	
Foundation Courses	16
PED 114 Introduction to Sports Management (3)	
PED 214 Practicum: Sports Management (3)	
PED 220 Motor Development (3)	
PED 224 CPR-Basic Life Support (1)	
PED 225 First Aid & Personal Safety (3)	
SPH Fundamentals of Speech (3)	
Concentration Requirements	57
Core I (15)	
PED 320 Theory and Practice of Coaching (3)	
PED 350 Adaptive Physical Education (3)	
PED 420 Kinesiology (3)	
PED 425 Physiology of Exercise (3)	
PED 444 Organization and Administration of Sports Management (3)	
Core II (21)	
PED 321 Sociology of Sports (3)	
PED 414 Internship—Sports Management (6)	
PED 434 Seminar in Sports Management (3)	
Three concentration courses from the Division of Physical Education (9)	
Business Core (21)	
ACC 201 Accounting I (3)	
GBA 231 Business Law I (3)	
MGT 301 Principles of Management (3)	
MKT 301 Principles of Marketing (3)	
MGT 321 Communication for Management (3)	
MGT 331 Management of Human Resources (3)	
COM 121 Introduction to Computers (3)	
Physical Education Requirements	4
PED 101 Beginning Tennis or PED 201, 202 Beginning Golf (1)	
Elective	1
Total Credits	124

Teaching Track

Students entering Saint Leo College in the Fall of 1985 will complete the new program in physical education grades 6-12.

Course by course addition of K through 8 requirements will be available on a limited basis.

In any course involving more than one subject (i.e., PED 322 Football and Baseball Coaching or PED 303 Swimming-Golf) the student must pass each subject area to pass the course.

In order to be recommended as having completed the state-approved teacher education program in physical education, a student must complete all required concentration courses with a grade of "C" or better.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Specific requirement in Basic Studies I is BIO 121.	
Basic Studies II	16
Refer to page 49 for general requirements.	
Specific requirement in Basic Studies II is BIO 220	
Foundation Courses	16
PED 113 Introduction to Physical Education	(3)
PED 213 Practicum: Physical Education	(3)
PED 220 Motor Development	(3)
PED 224 CPR-Basic Life Support	(1)
PED 225 First Aid & Personal Safety	(3)
SPH 221 Fundamentals of Speech	(3)
Concentration Requirements	57
Core I (15)	
PED 320 Theory and Practice of Coaching	(3)
PED 350 Adaptive Physical Education	(3)
PED 420 Kinesiology	(3)
PED 425 Physiology of Exercise	(3)
PED 443 Organization and Administration of Physical Education	(3)
Core II (12)	
PED 306 Instructional Design and Content of Racquet Sports/Track and Field	(3)
PED 307 Instructional Design and Content of Swimming/Golf	(3)
PED 308 Instructional Design and Content of Personal Fitness/Weight Training	(3)
PED 309 Instructional Design and Content of Team Sports and Activities	(3)
Education Core (30)	
EDU 112 Introduction to Education	(3)
EDU 221 Human Growth and Development	(3)
EDU 321 School Program	(3)
EDU 323 Method: Theory and Practice	(3)
EDU 336 Reading in Middle and Secondary Schools	(3)
EDU 410 Student Teaching	(12)
EDU 450 Measurement and Evaluation	(3)
Physical Education Requirements	4
(PED 101, Beginning Tennis or PED 201 and PED 202 Beginning Golf).	
Elective	1
Total Credits	124

The Division of Social Science

James J. Horgan, Chairperson

The Division of Social Science provides the opportunity to assess a multiplicity of social problems, issues, and decisions from different points of view. Courses are offered to assist students to discover meaning for themselves as persons functioning with others in groups in the larger society, and in the modern world.

Concentrations in history, political science, public administration, pre-law, psychology, social work, sociology, and criminology are offered by the Division. Tracks are available in history/international studies, criminology/computer information systems, psychology/computer information systems, and sociology/computer information systems. Also offered are bachelor of arts degree programs in psychology (registered nurses program) and in human services. In addition a bachelor of science program in health care administration is offered for students with an R.N. certificate, or an associate's degree in a health care program, or substantial experience in the health care field. Students who plan to teach in the secondary schools should complete the professional courses in education prescribed by the Division of Education in addition to all the courses required in their concentration. That program currently consists of forty (40) hours in the following courses: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, and 489. SPH 221 is also required. In order to be recommended as having completed the state-approved teacher education program a student must complete all required concentration courses with a grade of "C" or better.

The Department of Education of the state of Florida has granted program approval to students who concentrate in history or political science and complete those required courses in education. Such students are eligible to teach in Florida and 29 other states which recognize this certification.

The social work program is fully accredited by the Council on Social Work Education. Graduates receive the B.S.W. degree.

Criminology

A 45 hour concentration in criminology is designed to prepare students for careers in law enforcement, judicial administration, private security, parole & probation, and corrections as well as graduate study in the fields of criminology or criminal justice.

SOC 425 is a supervised field placement giving students an opportunity to work in local criminal justice related agencies. To participate in this program students must have senior standing in criminology, all concentration requirements completed, a 2.00 GPA or better and approval of both the Criminology Field Placement Committee and the hosting agency.

The following electives are recommended as relevant to criminology concentrators: ECO 201; COM 201; MGT 321; 331; POL 326, 327; PSY 327; SWK 121; SOC 425.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	6-15
POL 123 The Law and Society	(3)
POL 224 American State & Local Government	(3)
SOC 121 Introduction to Sociology	(3)

SOC 222 Social Problems	(3)	
(Three of the above courses may be taken in Basic Studies I & II)		
One course selected from:		
PSY 121 Introduction to Psychology, or		
PSY 122 Psychology of Adjustment	(3)	
Concentration Requirements		30
POL 325 Public Administration	(3)	
PSC 321 Criminal Law I	(3)	
SOC 322 Race & Ethnicity in American Culture	(3)	
SOC 326 Criminology	(3)	
SOC 336 American Criminal Justice System	(3)	
SOC 421 Juvenile Delinquency	(3)	
SOC 430 Penology	(3)	
SWK 319 Human Behavior in Stress & Crisis	(3)	
One course selected from:		
SOC 324 Marriage and the Family, or		
SOC 424 Family Analysis	(3)	
One other upper division (300-400 level) course in		
Sociology, Social Work, or Police Science	(3)	
Physical Education Requirements		4
Electives		30-39
Total Credits		124

Computer Information Systems Track (See Academic Computer Services)

Geography

No concentration in geography is offered. The courses are designed especially for prospective elementary and secondary school teachers, as well as for students desiring a general background in the area.

Health Care Administration

A 36 hour concentration in health care administration is designed for students who plan careers in this field. Students must have an R.N. certificate, an associate's degree in a health care program, or substantial experience in the health care field.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Basic Studies II	15
Refer to page 49 for general requirements.	
Concentration Requirements	27
MGT 301 Principles of Management	(3)
MGT 311 Organizational Behavior	(3)
MGT 331 Management of Human Resources	(3)
PHI 324 Medical Ethics	(3)
PSY 223 Statistics for the Social Sciences	(3)
SWK 423 Social Welfare Policy I	(3)
GBA 321 Seminar in Managerial Accounting and Finance	(3)
HCA 301 Principles of Health Care Administration	(3)
HCA 499 Senior Seminar in Health Care Administration	(3)
Three courses from:	9
MGT 441 Industrial Relations	(3)

MKT 301 Principles of Marketing	(3)	
POL 325 Public Administration	(3)	
PSY 319 Human Behavior in Stress and Crisis	(3)	
PSY 318 The Life Cycle	(3)	
PSY 327 Abnormal Psychology	(3)	
PSY 427 Personality Theory	(3)	
PSY 428 Counseling Principles and Practices	(3)	
SOC 320 Methods of Social Research	(3)	
SOC 322 Race and Ethnicity in American Culture	(3)	
SOC 424 Family Analysis	(3)	
SWK 400 Special Topics in Social Work	(3)	
SWK 424 Social Welfare Policy II	(3)	
Physical Education Requirements		4
Electives		39
	Total Credits	124

History

A 36 hour concentration in history is designed as preparation for graduate study in history, for teaching in secondary schools, as part of a pre-law program, or as part of a general liberal education.

The Department of Education of the state of Florida has granted program approval to students who concentrate in history and also complete forty (40) hours of required courses in education. SPH 221 is also required. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's history advisor.

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger chance for a teaching position. In addition to completing the thirty-six (36) hours in history and the forty (40) hours in education, students need to take 18 additional hours: six hours in political science, including POL 223; three hours in economics; six hours in geography; and three hours in sociology.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include HTY 121)	
Basic Studies II	15
Refer to page 49 for requirements. (Include HTY 123)	
Foundation Courses	6
HTY 122 United States History Since 1865	(3)
HTY 124 Western Civilization Since 1500	(3)
Concentration Requirements	24
HTY 329 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper division (300-400 level) courses.	(15)
Physical Education Requirements	4
Electives	45
	Total Credits 124

International Studies Track

A 36 hour track in international studies is offered as an option within the history concentration. It is designed for graduate study in various international fields; as preparation for an international business, diplomatic or military career; or as part of a general liberal education.

It is strongly recommended that students complete at least two semesters of a foreign language, and consider the option to study overseas for a semester or full year.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Basic Studies II	15
Refer to page 49 for general requirements.	
Concentration Requirements	36
HTY 124 Western Civilization II (3)	
HTY 325 Modern Russia (3)	
HTY 425 United States Diplomatic History (3)	
HTY 499 Senior Seminar in History (3)	
POL 233 Comparative Government (3)	
POL 423 International Relations (3)	
Six courses from: (18)	
HTY 225 Far Eastern Civilization (3)	
HTY 227 Latin America and the Caribbean (3)	
HTY 300 Palestine and Israel (3)	
HTY 330 War and Peace (3)	
HTY 333 The Modern Middle East (3)	
HTY 337 Legacies of the British Empire (3)	
HTY 422 Europe in the Twentieth Century (3)	
HUM 110-310 International Studies Seminar in Humanities (3-6)	
POL 324 Politics of Developing Nations (3)	
POL 421 Political Geography (3)	
SOC 327 Cultural Anthropology (3)	
THY 221 Religions of the World (3)	
Physical Education Requirements	4
Electives	39
Total Credits	124

Human Services

A 36 hour concentration in human services is designed for community college graduates who plan careers in human service agencies. Students must have an A.S. or an A.A.S. in human services to be eligible for this concentration.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for general requirements.	
Basic Studies II	15
Refer to page 49 for general requirements.	
Concentration Requirements	24
PSY 223 Statistics for the Social Sciences (3)	
PSY 327 Abnormal Psychology (3)	
PSY 427 Personality Theory (3)	
SOC 323 Sociological Theory (3)	
SOC 424 Family Analysis (3)	
SWK 319 Human Behavior in Stress and Crisis (3)	
SWK 340 Small Group Processes (3)	
SWK 428 Counseling Principles and Practices (3)	

Four courses from:	12
PHI 324 Medical Ethics	(3)
THY 424 Death and the Meaning of Life	(3)
PSY 318 The Life Cycle	(3)
PSY 321 Psychological Tests and Measurements	(3)
PSY 322 Physiological Psychology	(3)
PSY 431 Behavior Disorders in Children and Adolescents	(3)
SOC 322 Race & Ethnicity in American Culture	(3)
SOC 324 Marriage and the Family	(3)
SOC 326 Criminology	(3)
SOC 327 Cultural Anthropology	(3)
SOC 331 Social Change	(3)
SOC 335 Women in American Society	(3)
SOC 421 Juvenile Delinquency	(3)
SWK 423 Social Welfare Policy	(3)
SWK 400 Special Topics (Gerontology)	(3)
Physical Education Requirements	4
Electives	39
Total Credits	124

Political Science

A 36 hour concentration in political science is designed as preparation for graduate or legal study, for teaching in secondary schools, for a career in politics or public service, or as part of a general liberal education.

The Department of Education of the state of Florida has granted program approval to students who concentrate in political science and also complete forty (40) hours of required courses in education. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's political science advisor.

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger chance for a teaching position. In addition to completing the thirty-six (36) hours in political science and the forty (40) in education, plus SPH 221, students need to take 24 additional hours: HTY 121, HTY 122 and six other hours in non-U.S. History; three hours in economics; six hours in geography; and three hours in sociology.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	6-12
POL 121 Introduction to Politics	(3)
POL 223 American Federal Government	(3)
POL 224 American State and Local Government	(3)
(Two of the above courses may be taken in Basic Studies I and II)	
POL 233 Comparative Government	(3)
Concentration Requirements	24
POL 311 Political Theory I	(3)
POL 312 Political Theory II	(3)
POL 499 Senior Seminar in Political Science	(3)
Five other upper division courses in Political Science	(15)

Physical Education Requirements	4
Electives	39-45
Total Credits	124

Public Administration

A 36 hour concentration in public administration is offered. It is designed as a preparation for graduate study in public administration or as preparation for a career in public service.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	12-18
POL 121 Introduction to Politics (3)	
POL 223 American Federal Government (3)	
POL 224 American State and Local Government (3)	
(Two of the above courses may be taken in Basic Studies I & II)	
ACC 201 Principles of Accounting I (3)	
ECO 201 Principles of Macroeconomics (3)	
PSY 223 Statistics for the Social Sciences (3)	
Concentration Requirements	18
POL 325 Public Administration (3)	
POL 499 Senior Seminar in Political Science (3)	
MGT 301 Principles of Management (3)	
Three courses from: (three credit-hour courses) (9)	
ACC 202 Principles of Accounting II	
ECO 423 Public Finance and Taxation	
MGT 311 Organizational Behavior	
POL 320 Methods of Social Research	
POL 326 United States Constitutional Law I	
POL 327 United States Constitutional Law II	
POL 329 Readings in Political Science	
POL 400 Special Topics	
POL 422 Congress, the Presidency and the Party System	
PSY 319 Human Behavior in Stress and Crisis	
PSY 427 Personality Theory	
SOC 322 Race and Ethnicity in American Culture	
SOC 323 Sociological Theory	
SOC 331 Social Change	
SOC 335 Women in American Society	
SOC 336 American Criminal Justice System	
SWK 423 Social Welfare Policy I	
SWK 424 Social Welfare Policy II	
Physical Education Requirements	4
Electives	39-45
Total Credits	124

Pre-Law

A 45 hour concentration in pre-law is designed for students who plan to enter law school.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include POL 121)	
Basic Studies II	15
Refer to page 49 for requirements. (Include HTY 121)	
Foundation Courses	9
POL 123 The Law and Society (3)	
HTY 122 U.S. History Since 1865 (3)	
SPH 221 Fundamentals of Speech (3)	
Concentration Requirements	30
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
PHI 223 Logic (3)	
POL 223 American Federal Government (3)	
POL 224 American State and Local Government (3)	
POL 326 United States Constitutional Law I, or	
POL 327 United States Constitutional Law II (3)	
POL 425 Pre-Law Seminar (3)	
Three other upper division (300-400 level) courses	
in History or Political Science (9)	
Physical Education Requirements	4
Electives	36
Total Credits	124

Psychology

A 36 hour concentration in psychology is designed as preparation for graduate study in psychology, a career in counseling, or as part of a liberal education.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include PSY 121)	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	6
PSY 223 Statistics for the Social Sciences (3)	
PSY 228 Social Psychology (3)	
Concentration Requirements	27
PSY 324 Experimental Psychology (3)	
PSY 327 Abnormal Psychology (3)	
PSY 422 Psychology of Learning (3)	
PSY 499 Senior Seminar in Psychology (3)	
Five other upper division (300-400 level) courses	
in Psychology (15)	
Physical Education Requirements	4
Electives	42

Computer Information Systems Track

(See Academic Computer Services)

Psychology (Registered Nurse Program)

The 36 hour psychology concentration for registered nurses emphasizes psychology and sociology. This is not a degree in nursing program.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	9
PSY 223 Statistics for the Social Sciences (3)	
PSY 319 Human Behavior in Stress and Crisis (3)	
PSY 327 Abnormal Psychology (3)	
Concentration Requirements	27
PSY 340 Small Group Processes (3)	
PSY 427 Personality Theory (3)	
PSY 428 Counseling Principles and Practices (3)	
Six courses from: (18)	
PHI 324 Medical Ethics	
PSY 321 Psychological Tests and Measurements	
PSY 322 Physiological Psychology	
PSY 423 Educational Psychology	
PSY 424 Individual Intelligence Testing	
PSY 431 Behavior Disorders in Children and Adolescents	
SOC 222 Social Problems	
SOC 322 Race and Ethnicity in American Culture	
SOC 324 Marriage and the Family	
SOC 327 Cultural Anthropology	
SOC 421 Juvenile Delinquency	
SOC 424 Family Analysis	
SWK 318 The Life Cycle	
SWK 333 Methods of Social Work Practice I	
SWK 334 Methods of Social Work Practice II	
SWK 423 Social Welfare Policy I	
THY 424 Death and the Meaning of Life	
Electives	39
Total Credits	120

Social Work

The Social Work Program is fully accredited by the Council on Social Work Education.

The 54 hour concentration in social work is designed to prepare students for direct employment in the field of social work or in one of the helping professions, or as preparation for graduate study in social work or related areas. The curriculum emphasizes content in each of four areas; social welfare policy, human behavior and social environment, research and practice methodology, and field instruction. Admission to the Social Work Program and to SWK 424 (Field Placement in Social Work) must be by special application. To be eligible for SWK 425 a student must earn a minimum grade of "C" in SWK 332, 333, and 334. In addition, a student must demonstrate dependability, good character, and acceptable academic standing. Students denied admission to field placement must select another concentration accredited by the Council on Social Work Education. The Social Work Program is available only on the main campus.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements. (Include BIO 121)	
Basic Studies II	15
Refer to page 49 for requirements.	

Foundation Courses	3-9
SOC 121 Introduction to Sociology	(3)
SOC 222 Social Problems	(3)
SWK 121 Introduction to Social Work	(3)
(Two of the above courses may be taken in Basic Studies I and II)	
Concentration Requirements	45
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
SWK 318 The Life Cycle	(3)
SWK 319 Human Behavior in Stress and Crisis	(3)
SWK 331 Interventive Skills	(3)
SWK 332 Pre-Internship	(3)
SWK 333 Methods of Social Work Practice I	(3)
SWK 334 Methods of Social Work Practice II	(3)
SWK 423 Social Welfare Policy I	(3)
SWK 424 Social Welfare Policy II	(3)
SWK 425 Field Placement in Social Work	(15)
Physical Education Requirements	4
Electives	21-27
Total Credits	124

Requirements for Admission to Social Work Program

Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program. The program is available only on the main campus.

Requirements for admission include:

1. Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Completion of SWK 121 Introduction to Social Work with at least a grade of "C".
3. Completion of the application form for admission to the social work concentration.
4. Successful completion of an interview with the social work faculty.

Sociology

The 36 hour concentration in sociology is designed as preparation for graduate study or as part of a liberal education.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 49 for requirements.	
Basic Studies II	15
Refer to page 49 for requirements.	
Foundation Courses	3-9
SOC 121 Introduction to Sociology	(3)
SOC 222 Social Problems	(3)
(The above courses may be taken in Basic Studies I or II)	
SOC 223 Statistics for the Social Sciences	(3)
Concentration Requirements	27
SOC 320 Methods of Social Research	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 323 Sociological Theory	(3)

SOC 324 Marriage and the Family, or	
SOC 424 Family Analysis	(3)
SOC 327 Cultural Anthropology	(3)
Four other upper division (300-400 level) courses in Sociology	(12)
Physical Education Requirements	4
Electives	39-45
Total Credits	124

Computer Information System Track
(See Academic Computer Services)

The Educational Services Program

Edmund J. Lachance, Dean

Educational Services has responsibility for developing programs of quality for adults unable to attend regular daytime classes. To this end Educational Services provides programs and opportunities through the External Degree Program, Weekend College, summer sessions, and various special institutes both on and off campus.

The following specific objectives serve to extend the resources of the College to the adult community:

1. To provide a broad curricular program at the college level which will aid those who cannot normally pursue an educational program during the day to reach those goals ordinarily sought by full-time students.
2. To provide courses and programs of value and interest to adults which meet specialized needs not ordinarily satisfied by the regular college day program.
3. To provide educational extension services for in-service teachers.
4. To provide an extension of the day school which will increase the number of class sections to accommodate more students and allow greater flexibility in registration.
5. To be cognizant of community and area needs for educational programs and to serve as the liaison between the community and the College through the use of faculty and facilities.
6. To maintain an External Degree Program of high quality for all qualified adults unable to participate in the normal college program.
7. To develop specialized conferences and seminars for various constituent bodies.

The External Degree Program

Through the Office of Educational Services, Saint Leo College offers the associate of arts degree, the bachelor of arts degree, and the bachelor of science degree in the External Degree Program.

The program may be completed with a minimum of on-campus study. Students in this program are urged to take advantage of the College Level Examination Program (CLEP) general and subject examinations. In some instances the student may be given academic credit for career or military experience. Interested persons should contact the Dean of Educational Services.

The program provides for the completion of a degree without the requirement of residence on the Saint Leo College campus. In many cases, directed study may be utilized to complete course work in the home. All courses, however, are not available by directed study.

Weekend College. This program has been designed to meet the needs of people who cannot attend class during the week. Classes in Weekend College are held on Saturdays and Sundays, every other weekend for seven weekends a term. During each of the Fall, Spring and Summer terms a student may earn up to 12 credits.

The External Degree in Business/Management. The management program leading to a bachelor of arts degree specializes in providing a basis for understanding the economic structure of our society. Those who enter the business world, the world of products, services, buying and selling must be prepared to support all other segments of our society. The program endeavors to prepare students to accept their share of this commitment by placing the emphasis on an educational program to develop a well-rounded person, capable of creative analytical thought and communication.

The management program is designed to prepare a person for graduate study in business, for careers in business, industry, government and education, and for admission to law school.

The External Degree in Criminology. Non in-service students may apply for admission into the External Degree Program in Criminology. These students must complete a six-credit practicum during their senior year. Arrangements will be made for placement in the practicum.

The Associate of Arts Degree in Criminology. In-service law enforcement officers or interested students may apply for admission to the associate of arts degree program. Requirements consist of the 30 credit Basic Studies Program I, and completion of 30 additional credits, for a total of 60 credits. In addition to Basic Studies I, other course requirements include PSC 230, SOC 222 and 326. A minimum of 15 credits must be earned in the Saint Leo College Program. All provisions for the bachelor of arts degree in the External Degree Program apply to the associate of arts degree.

The External Degree in Health Care Administration. The bachelor of science degree provides qualified students with the opportunity to develop leadership and administrative skills basic to the management of a health care facility with special emphasis placed on the need to continue self-development in management.

External Degree in Human Services. This concentration is designed to prepare students for a variety of careers in the human services field. Theoretical and practical components are integrated into this program. The theoretical foundation includes the principles of human behavior, individual and social problems, and research methodology. Emphasis is placed on social systems theory as a framework for understanding organizational behavior and social service delivery systems. Through the practical component, students develop the skills necessary for effective problem-solving and intervention with individuals, groups, or agencies in the setting of the student's particular interest. Graduates are prepared to assume service and administrative roles in mental health, criminal justice, or urban and community development.

The External Degree in Public Administration. The program in public administration is designed to give students a strong foundation in skills that will be needed for both professional careers in the area of public service and for graduate training leading to the degrees: Master of Public Administration (M.P.A.) and Doctor of Public Administration (D.P.A.). This program is based upon an inter-disciplinary approach to education, which includes courses from political science, sociology, psychology, economics, and management.

The External Degree for Registered Nurses. The bachelor of arts degree for registered nurses was developed to meet the special needs of the registered nurse. This program has emphases in sociology and psychology. It does not

lead to a degree in nursing. Course work may be taken on or off campus. Some courses may be taken by directed study. (See Psychology.)

The registered nurse with or without an associate degree from an accredited institution must complete a minimum of 60 semester hours to meet the bachelor of arts degree requirements. In both instances credit is granted in recognition of clinical experience and training.

Post R.N. course work, completed with a grade of "C" or better, and earned from an accredited institution may be transferred to Saint Leo College. However, a minimum of 30 semester hours must be completed in the Saint Leo College program.

The External Degree in Religious Studies. The External Degree Program in Religious Studies is designed so that it may also serve as preparation for diaconate and lay ministries in the Roman Catholic Church.

Therapeutic Wilderness Counseling Training Camps. Saint Leo College, through the Office of Educational Services, assists the Jack and Ruth Eckerd Foundation in conducting its training camps and certifies the program of instruction offered as equivalent to twelve (12) upper division semester hours. See course descriptions for EDU 351, PSY 351, 451 and SOC 451.

Upon completion of this "catatoga," personnel related to the Jack and Ruth Eckerd Foundation for the Counseling Training Camps may apply to the College's External Degree Program.

Admission Requirements

All general statements in the catalog also apply to the Educational Services program, except when specifically modified in this section. The Educational Services program is designed to meet the unique needs of the working adult.

Students holding an associate of arts degree will be considered to have satisfied the Basic Studies I requirement. Other associate degree holders may have some of the courses in Basic Studies I waived.

Residency Requirements

All credits earned at extension centers are considered resident credits and are fully transferable to on-campus programs.

1. A minimum of 15 semester hours of course work with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of course work at Saint Leo College is required for the bachelor of arts degree.

Non-Traditional Credit

Credit for military service courses and for military career experience is given as general elective credit and may not exceed the total number of general electives permitted in the degree program.

Military Career Experience. Credit (up to a maximum of 9 semester hours) may be granted for military service based upon individual evaluations of official records by the registrar of Saint Leo College.

Police Experience. Saint Leo College recognizes in-service law enforcement work and will award academic credit based on the length of service, type of instruction, source of instruction, and accreditation of instruction. Course work from the F.B.I. National Academy, the Southern Police Institute and certified accredited polygraph schools may be applied toward academic credit. In addition, some courses offered by national agencies and the Police Standards Board of Florida have been recognized as credit courses. Verification of completing such courses rests with the individual student. (See Police Science course descriptions.)

Service Courses and Military Special Training. Credit may be granted as recommended by the American Council on Education and/or based upon individual course evaluations by the registrar of Saint Leo College on a case-by-case basis.

Standardized Examinations.

College Level Examination Program (CLEP)
GED College Level Examinations
USAFI End of Course Examinations
DANTES Subject Standardized Tests
Advanced Placement Examinations

Transfer of Credits

Transfer of credit policy as published in this catalog for on-campus students is applicable to the Educational Services Program.

Requirement for Degrees

The academic requirements for degree completion in the Educational Services Program are the same as those for on-campus students as published in the catalog with the exception that the physical education course is waived.

Honors

Bachelor of arts degree graduates in the Educational Services Program may earn honors designations as published for on-campus students provided they have completed a minimum of 45 semester hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor of arts degree graduates of the Educational Services Program who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

Tuition and Fees

External Degree Program	\$50 per semester hour
Weekend College	\$60 per semester hour
Admission/Evaluation Fee	\$25 (one time)
Graduation Fee	\$50

Transcript Requests

A request must show social security number (SSN) and contain the signature of the requestor (required by the Family Education Rights and Privacy Act of 1974).

Students must be financially cleared. Saint Leo College will not send transcripts unless all obligations to the College have been paid.

There is a \$2 charge for each transcript.

Registration, Drop/Add

Students register by mail or at the location where classes are offered.
The Drop/Add period is generally the first full week of classes.

For Additional Information

Write or call: Educational Services Program
Saint Leo College
Post Office Drawer 2248
Saint Leo, Florida 33574
Telephone: (904) 588-8236

The Military Education Program

Chester W. Taylor, Jr., Dean

Saint Leo College recognizes the importance of on-base educational programs for the military community. The College is also aware of the need to provide flexible scheduling to accommodate the high mobility of military personnel, to understand the age group characteristics of military personnel, and to acknowledge prior learning experiences. The Military Education Program accepts as part of its mission the obligation to meet these special needs, inasmuch as its resources will allow. As a catholic college, Saint Leo College regards its constituency as universal in nature, not limited geographically to the mid-Florida region. Consequently, its domain is considered in terms of wherever man has the need for knowledge. And its goal is, therefore, to extend quality education in the name of Saint Leo College.

Saint Leo College offers external degree programs on selected military installations leading to the associate of arts and the bachelor of arts degrees. There presently are 14 resident extension centers as follows:

Resident Centers

Fort Eustis, Virginia
 Fort Lee, Virginia
 Fort McPherson, Georgia
 Fort Stewart, Georgia
 Homestead Air Force Base, Florida
 Hunter Army Air Field, Georgia
 Hurlburt Field/Eglin Air Force Base, Florida
 Key West Naval Air Station, Florida
 Langley Air Force Base/Fort Monroe, Virginia
 MacDill Air Force Base, Florida
 Myrtle Beach Air Force Base, South Carolina
 Naval Amphibious Base, Virginia
 Seymour Johnson Air Force Base, North Carolina
 Shaw Air Force Base, South Carolina

From time to time, according to need, classes are also scheduled at satellite facilities in the close vicinity of several of the above installations. Saint Leo College is a Serviceman's Opportunity College for SOC, SOCAD, and SOCNAV.

Admission Requirements

All statements in the catalog apply to the Military Education Program except when specifically modified in this section. Any person within the categories listed below who has a high school diploma or equivalent may be admitted. The Military Education Program is designed to meet the unique needs of military personnel and their families. As a matter of practice and subject to limitations required by military authorities and/or laws or regulations of civil authorities and the Veterans Administration, eligible students include:

Military service personnel: active and retired.
 Families of the above.
 Civilian employees of the installation.
 Veterans and other civilians residing in the local area.

Application for admission is made through military installation resident center personnel who will counsel the student about the requirements of the external degree program.

Residency Requirements

All credits earned at resident extension centers are considered resident credits, and are fully transferable to on-campus programs.

1. A minimum of 15 semester hours of course work with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of course work with Saint Leo College is required for the bachelor of arts degree.

Military Education Program students who receive a Serviceman's Opportunity College (SOC) Agreement and are assigned to another locale but wish to complete their degree program through Saint Leo College are to contact the MEP office.

Non-Traditional Credit

Credit for military service courses and for military career experience is given as general elective credit and may not exceed the total number of general electives permitted in the degree program.

Military Career Experience. Credit (up to a maximum of 9 semester hours) may be granted for military service based upon individual evaluations of official records by the registrar of Saint Leo College.

Service Courses and Military Specialty Training. Credit may be granted as recommended by the American Council on Education and/or based upon individual course evaluations by the registrar of Saint Leo College on a case-by-case basis.

Standardized Examinations.

- American College Testing program (ACT)
- Proficiency Examination Program (PEP)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Tests
- GED College Level Examinations
- USAFI End of Course Examinations

Transfer of Credits

Transfer of credit policy as published in the catalog for on-campus students is applicable to the Military Education Program.

Requirements for Degree

The academic requirements for degree completion in the Military Education Program are the same as for on-campus students as published in the catalog with the exception that the physical education course requirement is waived.

Honors

Bachelor of arts degree graduates in the Military Education Program may earn honors designations as published in the catalog for on-campus students provided they have completed a minimum of 45 semester hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor of arts degree graduates of the Military Education Program who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

Dean's List Certificates are awarded to those students who have completed a minimum of 12 semester hours over two consecutive terms and have maintained a grade point average of 3.50 or higher.

Tuition and Fees

Tuition.....	\$50 per semester hour
Admission/Evaluation Fee	\$25 (one-time)
Graduation Fee.....	\$25 (resident centers only)
Laboratory Fee	\$15 per term
Total refunds are granted for courses dropped during the first week of classes.	

Transcript Requests

Requests must show social security number (SSN) and contain the signature of the requestor (required by the Family Education Rights and Privacy Act 1974).

Students must be financially cleared. Saint Leo College will not send transcripts unless all obligations to the College have been paid. There is a \$2 charge for each transcript.

Registration, Drop/Add, Student Load

Military Education Program students register for classes through the resident extension center prior to the start of classes.

The Drop/Add period is generally the first week of classes.

Because of the accelerated terms, 6 semester hours if full-time while 3 semester hours is half-time.

For Additional Information

Write or call:

Saint Leo College
Military Education Program
Post Office Drawer 2277
Saint Leo, Florida 33574

Telephone: (904) 588-8203
Autovon to MacDill AFB, FL
968-1110 ask for 223-3166,
Ext: 203

Course Offerings

Presented in the following pages are descriptions of courses of instruction offered by Saint Leo College. Courses are listed in alphabetical order according to subject area.

Courses listed represent the normal offerings. Some courses are offered only in alternate years. Consult the class schedule each semester for exact course offerings. Any course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

The number of credits listed opposite the course designation and number refers to the number of semester hours of credit granted for the successful completion of the course. In general, each hour of credit implies one hour of classroom work per week throughout the semester, except for laboratory and studio courses and certain other courses of instruction.

Accounting (ACC)

ACC 201 3 credits *Principles of Accounting I*

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performance and making business decisions.

ACC 202 3 credits *Principles of Accounting II*

Prerequisite: ACC 201.

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on partnerships, corporations, cost accounting, taxes, funds-flow analysis, and interpretation of financial statements.

ACC 301 3 credits *Intermediate Accounting I*

Prerequisite: ACC 202.

Principles underlying financial statements, including asset valuation, income measurement and revenue recognition. Offered Semester I only.

ACC 302 3 credits *Intermediate Accounting II*

Prerequisite: ACC 301.

A continuation of Accounting 301 detailing liabilities, stockholders' equity,

financial analysis, including statement of changes in financial position and accounting for changing price levels. Offered Semester II only.

ACC 326 3 credits *Managerial Accounting*

Prerequisite: ACC 202.

A study of the tools in quantifying and presenting financial data to managers of businesses and non-profit organizations. The course is designed for the non-accounting student. ACC 331 can substitute for this course.

ACC 329 3 credits *Directed Study: Readings or Research*

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue indepth a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331 3 credits *Cost Accounting I*

Prerequisite: ACC 202.

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control. Offered Semester I only.

ACC 332 *3 credits*
Cost Accounting II

Prerequisite: ACC 331.

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning, and other cost. Offered Semester II of even numbered years only.

ACC 100-400 *1-3 credits*
Special Topics

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 403 *3 credits*
Accounting Information Systems

Prerequisite: ACC 302.

Principles involved in setting up a business's or non-profit organization's accounting system, related source documents, internal controls and its interface with the needs of management of the organization. Offered Semester I only.

ACC 404 *3 credits*
Fund Accounting for Government and Not-for-Profit Organizations

Prerequisites: ACC 201 and ACC 301.

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations. Offered Semester II of odd-numbered years only.

ACC 405 *3 credits*
Accounting Theory and Research

Prerequisite: ACC 302.

Pure accounting theory, its concepts, theorems and propositions is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented. Offered Semester I of even-numbered years only.

ACC 411 *3 credits*
Auditing I

Prerequisites: ACC 302, GBA 325.

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards, and reports of professional auditors. Offered Semester I of odd-numbered years only.

ACC 412 *3 credits*
Auditing II

Prerequisite: ACC 411.

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs and current developments in the field of public accounting. Offered Semester II of even-numbered years only.

ACC 421 *3 credits*
Federal Taxes I

Prerequisite: ACC 202.

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals. Offered Semester I of even-numbered years only.

ACC 422 *3 credits*
Federal Taxes II

Prerequisite: ACC 421.

A continuation of Federal Taxes I with emphasis on tax concepts relating to partnerships and business enterprises. Offered Semester II of odd-numbered years only.

ACC 423 *3 credits*
Estates, Trusts and Gifts Taxation

Prerequisite: ACC 421.

Review of the tax law as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations. Offered Semester I of odd-numbered years only.

ACC 425 *Accounting Internship* 3 credits

Prerequisites: Junior and senior standing and permission of division chairperson.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include:

- financial statement analysis
- inventory analysis
- flexible budgeting
- fixed asset conversion
- interoffice settlement account
- banking function
- price level adjusted statements
- consolidations
- replacement costing
- auditing
- taxes

ACC 429 *Advanced Directed Study and Research* 1-3 credits

Prerequisite: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Art (ART)

ART 121 is prerequisite to all higher-numbered art courses, but in certain special cases as determined by the instructor teaching a course, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting, and graphics. Normally the stu-

dent must first complete the appropriate beginning course in the specialty in which he wishes to take Studio I or II. For example, he must complete ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics before enrolling in studio in any of these specialties.

In all cases involving advanced work permission of the division chairperson is also required.

ART 121 *Visual Fundamentals I* 3 credits

Introduction to the principles of art through individual creative development, two-dimensional design and three-dimensional design. Six hours of studio per week.

ART 122 *Visual Fundamentals II* 3 credits

Prerequisite: ART 121 or permission of instructor.

A continuation of ART 121. Six hours of studio per week.

ART 123 *Art Appreciation* 3 credits

Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

ART 221 *Drawing* 3 credits

Prerequisite: ART 121 or permission of instructor.

Freehand drawing from landscape, live models, and objects with emphasis on training to see, to understand, and to report through drawing. Six hours of studio per week.

ART 223 *Beginning Painting* 3 credits

Prerequisite: ART 121 or permission of instructor.

Introduction to studio painting. Investigation and experimentation with mixed media; primary emphasis on oil painting. Six hours of studio per week.

ART 224 3 credits
Beginning Sculpture

Prerequisite: ART 121 or permission of instructor.

Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships, and color. Six hours of studio per week.

ART 225 3 credits
Graphics

Prerequisite: ART 121 or permission of instructor.

Creative processes and projects in relief, intaglio, and plano-graphic techniques. Six hours of studio per week.

ART 321 2-6 credits
Studio I

Prerequisites: Appropriate 200-level course and permission of division chairperson.

Individual development according to talent in one of the following specialties: painting, sculpture, graphics, design, and crafts. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 3 credits
History of Art I

Prerequisite: ART 121 or permission of division chairperson.

General survey of the cultural development of mankind from earliest times through the present, as reflected in painting, architecture, and sculpture.

ART 323 3 credits
History of Art II

Prerequisite: ART 121 or permission of division chairperson.

Studies in modern art as related to cultural development, beginning with the late 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 325 3 credits
History of Photography

Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

ART 326 3 credits
Art in the Elementary School

Prerequisite: ART 121.

The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity, and selected field experiences.

ART 327 3 credits
Art in the Secondary School

Prerequisite: ART 121.

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, ceramics, and painting, with selected field experiences.

ART 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 1-3 credits
Special Topics

A variable content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ART 421 2-6 credits
Studio II

Prerequisites: ART 321 and permission of division chairperson.

Continuation of individual development. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Biology (BIO)

BIO 121
Introduction to Biology 3 credits
 (Non-Concentrators)

A general, coordinated study of living organisms including man. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Three lectures and one one-hour laboratory per week.

BIO 123 4 credits
General Biology
 (Concentrators)

A course designed to familiarize students with four major areas of study in biology: cellular and molecular biology; genetics and developments; ecology; organismal biology. Three lectures and one three-hour laboratory per week.

BIO 220 3 or 4 credits
Human Anatomy and Physiology

Prerequisite: BIO 121 or 123.

Required of students concentrating in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular, and endocrine systems. Three or four lectures per week.

BIO 221 4 credits
Invertebrate Zoology

Prerequisite: BIO 123 or permission of division chairperson.

A study of the main characters of the principle invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week.

BIO 222 4 credits
Vertebrate Zoology

A study of the structure, physiology, reproduction, ecology, behavior, and evolution of the vertebrates. Three lectures and one three-hour laboratory per week.

BIO 223 4 credits
Botany

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week.

BIO 224 3 credits
Health Science

Study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

BIO 321 4 credits
Vertebrate Embryology

Prerequisite: BIO 123.

Combines the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week.

BIO 322 4 credits
Comparative Vertebrate Anatomy

Prerequisite: BIO 123.

Elective for biology concentrators. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

BIO 323 4 credits
Introduction to Plant Taxonomy

Prerequisites: BIO 123 and BIO 223.

A study of the principal families of the angiosperms including phytophraphy and its terminology, the construction and use of keys, nomenclature, concepts of taxa, and a survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

BIO 324 4 credits
Cell Physiology

Prerequisites: BIO 123 and CHE 124.

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography, and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week.

BIO 325 4 credits
Ecology

Prerequisite: BIO 123.

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week.

BIO 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400 1-3 credits
Special Topics

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 421 4 credits
Genetics

Prerequisites: BIO 123 and CHE 222 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week.

BIO 422 3 credits
Immunology

Prerequisite: BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies.

BIO 424 4 credits
Parasitology

Prerequisite: BIO 221.

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis, and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week.

BIO 425 4 credits
Microbiology

Prerequisites: BIO 123 and CHE 124.

A study of virus, bacteria, and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week.

BIO 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Chemistry (CHE)

CHE 121 3 credits *Chemistry and Society*

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems facing us currently. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals.

CHE 123 4 credits *General Chemistry I*

Required of students concentrating in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week.

CHE 124 4 credits *General Chemistry II*

Prerequisite: CHE 123.

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week.

CHE 221 4 credits *Organic Chemistry I*

Prerequisite: CHE 124.

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week.

CHE 222 4 credits *Organic Chemistry II*

Prerequisite: CHE 221.

Continuation of CHE 221. Three lectures and one three-hour laboratory per week.

CHE 321 4 credits *Quantitative Chemical Analysis*

Prerequisite: CHE 124 and MAT 123.

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, compleximetric titrimetry, idoimetry, and gravimetry. Two lectures and two three-hour laboratories per week.

CHE 329 3 credits *Directed Study: Reading or Research*

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue indepth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400 1-3 credits *Special Topics*

Prerequisite: Permission of instructor.

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429 1-3 credits *Advanced Directed Study and Research*

Prerequisite: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to independently pursue scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Introduction to Computers

Introduction to Word Processing on Microcomputers

Principles of Data Processing

Computer Languages and Logic

Prerequisite: COM 121.

Introduction to COBOL

Prerequisites: COM 201, 210.

Software and Hardware Concepts

Prerequisites: COM 121, 201.

Systems Analysis and Design

Prerequisite: COM 310.

Special Topics

Application Program Development

Prerequisites: COM 210, 310.

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. Students will use a real data base management system in the laboratory to create and maintain data files.

COM 421 3 credits
Management Information Systems

Prerequisites: COM 410, GBA 325, or SOC 223.

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources, and its information requirements through the study of computer-based decision support processes.

COM 422 3 credits
Advanced Data Base Concepts

Prerequisite: COM 421.

Continuation of COM 421 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design, and implementation of functional information systems.

COM 499 3 credits
Information Resource Management

Prerequisite: COM 422.

A capstone course for Computer Information Systems emphasizing the integration of information and environmental systems to support broad, strategic planning decisions. This course will involve lectures, readings, and discussions.

Criminology

See Sociology (SOC)

Dance (DAN)

DAN 110 1 credit
Dance Company

Prerequisite: Admission by audition.

The learning and presenting of dance in concert.

DAN 111 1 credit
Dance Ensemble

Prerequisite: Admission by audition.

The art of performing in dance combined with production skills.

DAN 125, 126 ea. 3 credits
Introduction to Modern Dance I & II

Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control, and endurance, with emphasis on proper body alignment.

DAN 127, 128 ea. 3 credits
Introduction to Ballet I & II

Fundamentals of classical ballet technique, including barre, center floor, and locomotor movement.

DAN 129, 130 ea. 3 credits
Introduction to Modern Jazz Dance I & II

Fundamentals of modern jazz dance, including coordination, rhythm, and isolation.

DAN 131 3 credits
Introduction to Tap

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision, and rhythm.

DAN 225, 226 ea. 3 credits
Intermediate Modern Dance I & II

Prerequisite: Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

DAN 227, 228 ea. 3 credits
Intermediate Ballet I & II

Prerequisite: Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

DAN 229 3 credits
Intermediate Modern Jazz Dance

Prerequisite: Introduction to Modern Jazz Dance I & II or permission of instructor.

The study of modern jazz dance on the intermediate level.

DAN 230 3 credits
Intermediate Tap

Prerequisite: DAN 131 or permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of the basic fundamentals.

DAN 231 2 credits
Dance Production

The study of various aspects of dance production with practical application in concert.

DAN 233 3 credits
Creative Movement for Children

Instruction in movement skills, child development, and creative activities needed to guide the child in the cultivation of movement.

DAN 321 3 credits
Dance History: Ballet

A study of ballet in France, Italy, Russia, England, and the United States from the 15th to the 20th centuries.

DAN 322 3 credits
Dance History: Modern Dance

A study of the development of various modern dance forms, including social, theatrical, jazz, and modern dance.

DAN 323 3 credits
Labanotation

Prerequisite: Intermediate Modern Dance or Ballet.

The study of practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

DAN 325, 326 ea. 3 credits
Advanced Intermediate Modern Dance I & II

Prerequisite: Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

DAN 327, 328 ea. 3 credits
Advanced Intermediate Ballet I & II

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced/intermediate level.

DAN 330 1 credit
Pointe

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

DAN 331 3 credits
Dance Pedagogy

Prerequisite: Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation, and development of lesson plans. Offered in odd-numbered years.

DAN 100-400 1-3 credits
Special Topics

A variable content course in dance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

DAN 421 3 credits
Dance Composition I

Prerequisite: Intermediate Modern Dance or Ballet.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

DAN 422 3 credits
Dance Composition II

Prerequisite: Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio, and group dances.

DAN 425, 426 *ea. 3 credits*
Advanced Modern Dance I & II

Prerequisite: Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

DAN 427, 428 *ea. 3 credits*
Advanced Ballet I & II

Prerequisite: Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

DAN 429 *1-4 credits*
Advanced Directed Study and Research

Prerequisite: Permission of instructor.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

DAN 430 *3-12 credits*
Dance Internship

Prerequisite: Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities.

Economics (ECO)

ECO 102 *3 credits*
Personal Finance

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning and annuities and estate planning.

ECO 201 *3 credits*
Principles of Macroeconomics

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the Gross National Product and its components.

ECO 202 *3 credits*
Principles of Microeconomics

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 301 *3 credits*
Managerial Economics

Prerequisite: ECO 202.

Analysis of demand, production and distribution, and the application of microeconomic tools and methods to the solution of problems of the business firm.

ECO 329 *3 credits*
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366 *3 credits*
Money and Banking

Prerequisite: ECO 201.

A study of the nature and function of money in our economy and its effect on price output and employment. Monetary theory and policy are investigated.

ECO 100-400 *1-3 credits*
Special Topics

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ECO 423 3 credits
Public Finance and Taxation

Prerequisites: ECO 201, 202.

A study and economic analysis of governmental expenditures, taxation, public debt, and monetary and fiscal policies, a critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424 3 credits
Development Economics

Prerequisites: ACC 202, ECO 201.

Problems, policies, and dynamics of emerging nations. The relevance of economic theories of growth and development are examined within the context of the social and political environment of underdeveloped nations.

ECO 427 3 credits
Economic History of the United States

Prerequisites: ECO 201, 202.

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing and public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt, and American political philosophies. Offered Semester II only.

ECO 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Education (EDU)

EDU 110 2 credits
Practicum: Non-Instructional

A planned apprenticeship involving a minimum of 4 hours per week in a school and a weekly seminar. Provides for supervised non-instructional activities in public or private schools, involving clerical, managerial and audiovisual classroom related duties. Time in assignment is used also for prescribed observations and task emanating from education courses taken concurrently.

EDU 112 3 credits
Introduction to Education

Survey of the theories and practices which have affected the institution of the school; exploration of the historical and sociological issues of education and their influences on the individual. Structure and operation of the American school system.

EDU 210 4 credits
Practicum: Instructional

A planned apprenticeship providing supervised activities involving a minimum of four hours per week in a school and a weekly seminar. Students are assigned to classrooms in public or private schools to work with students and teachers in the areas of instruction and supervision. Time in assignment is used also for prescribed observations and tasks emanating from education courses taken concurrently.

EDU 221 3 credits
Human Growth and Development

A longitudinal study of human development, considering the emotional, physical, social, and intellectual factors of growth from pre-natal through adolescent periods. Three hours per week and a scheduled field observation.

EDU 225 3 credits
Social Studies in the Elementary School

The examination of teaching strategies in the development of a social studies

program, including conservation. Topics include a study of current trends in social studies instruction, procedures in developing a concept, preparing the student for social instruction, developing tests, developing materials for resources and methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered Semester II only.

EDU 227 *3 credits*
Mathematics in the Elementary School

Prerequisite: MAT 112.

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include: developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual, and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 228 *3 credits*
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics will include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software and basic programming for the teacher. Offered in Semester II.

EDU 300 *3 credits*
Theory and Research in Early Childhood

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 301 *3 credits*
Early Childhood

Prerequisite: EDU 300 or permission of instructor.

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered Semester II only.

EDU 304 *3 credits*
The Exceptional Child

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical, and psychological implications for education. Three hours per week and scheduled field observations. Offered Semester II only.

EDU 321 *3 credits*
The School Program

Prerequisite: Concurrent enrollment in EDU 410 or consent of division chairperson.

An overview of the elementary through secondary school program, organization, administration, and evaluation of curricula. Survey of current trends and innovations, instructional media, and accountability in the student's area and the level of interest. Three hours per week and scheduled field experiences.

EDU 323 *3 credits*
Method: Theory and Practice

Prerequisite: Concurrent enrollment in EDU 410 or consent of division chairperson.

A critical study of method in teaching, its theoretical development and practical applications and laboratory work including micro-teaching that focuses on instructional methods and behavior control. Emphasis is given to classroom management for situations where hyperactive

children or children with specific learning disabilities are present. Three hours per week and scheduled field experiences.

EDU 325 **3 credits**

Introduction to Speech Disorders

(Same as SPH 325)

Prerequisite: SPH 223 or permission of instructor.

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

EDU 326 **3 credits**

Art in the Elementary School

Prerequisite: ART 121.

The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experience.

EDU 328 **3 credits**

Science in the Elementary School

Prerequisite: At least one college level science course.

Study of fundamental concepts in natural science; analysis of techniques, materials, and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered Semester II only.

EDU 329 **3 credits**

Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 332 **3 credits**

Language Arts Development

Prerequisite: EDU 221.

A survey of the development of language arts from birth through the elemen-

tary school years—listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered Semester II only.

EDU 334 **3 credits**

Introduction to Teaching Reading in the Elementary School

Prerequisite: EDU 221.

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 335 **3 credits**

Diagnosis and Remediation of Reading Problems

Prerequisite: EDU 334.

Administration and the interpretation of informal reading inventories, criterion tests, and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered Semester II only.

EDU 336 **3 credits**

Reading in Middle and Secondary Schools

Prerequisite: Junior standing.

Investigation of the nature of reading, reading in the content areas, readability formulas, reference and study skills, techniques to foster interest and improvement in reading. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 337 **3 credits**

Children's Literature

The study of literature for children from its historical, evaluative, and foundational perspectives. Literature is analyzed as a part of the body of literature from folklore

on through contemporary works expressly written for children. Emphasis is on literature as an integral part of the total curriculum. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 351 3 credits
Outdoor Education

An investigation of the transition stages of learning from the concrete experiences in the out-of-doors to the more structured, organized, abstract experiences beyond those that can be gained through out-of-door activities. Emphasis will be placed on the opportunities for teaching and learning in an experience curriculum in a natural camp setting.

EDU 100-400 1-3 credits
Special Topics

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

EDU 405 3 credits
Foundations of Mental Retardation

Prerequisite: EDU 221.

Study of the biological, sociological, and psychological foundations of mental retardation. Study of the physical and mental causes of retardation and societal implications. Three hours per week and scheduled field observations. Offered Semester I only.

EDU 406 3 credits
Curriculum and Methods for the Educable Mentally Retarded

Prerequisites: EDU 304 or permission of instructor.

Study and analysis of curriculum methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal, and social development. Three hours per week and scheduled field observations. Offered Semester II only.

EDU 407 3 credits
Curriculum and Methods for the Trainable Mentally Retarded

Prerequisites: EDU 304 or permission of instructor.

Study of existing methods, curriculum, and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic, and the arts. Three hours per week and scheduled field observations. Offered Semester I only.

EDU 408 3 credits
Educating the Mentally Retarded for Modern Society

Prerequisite: EDU 304 or permission of instructor.

This course reviews the federal law and state regulations regarding educational placement and planning for the mentally handicapped. Emphasis is placed on staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered Semester II only.

EDU 410 6-15 credits
Student Teaching

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved Teacher Education Program students who have applied for student teaching through the Division of Education. Possibility of two student teaching placements, six and one-half weeks each, if approved by the division chairperson. Fee.

EDU 420 3 credits
Practicum in Reading Methodology and Techniques K-6 Elementary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest

materials, equipment techniques and evaluative procedures.

EDU 421 3 credits
Practicum in Reading Methodology and Techniques 7-12 Secondary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment, techniques and evaluative procedures.

EDU 422 3 credits
Educational Media

Preparation, production and use of educational media including graphics, photography and personally produced video materials as instructional media.

EDU 429 1-3 credits
Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

EDU 430 3 credits
Nature and Needs of the Gifted

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches. Three hours per week and scheduled field experience.

EDU 435 3 credits
Advanced Diagnosis and Remediation of Reading Problems

Prerequisite: EDU 335.

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 436 3 credits
Practicum in Reading

Prerequisite: EDU 335.

Examination of various reading programs including the Title I and migrant programs of surrounding counties. Research of recent trends in reading. Clinical diagnosis and remediation of children with reading problems. Three hours per week and scheduled field experiences.

EDU 450 3 credits
Measurement and Evaluation

Prerequisite: At least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child. Offered Semester I only.

EDU 460 3 credits
Individualizing Instruction

Prerequisite: At least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Course work designed for discussion and independent, programmed, and individually oriented study. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 470 3 credits
Evaluation of Educational Programs

Prerequisite: Permission of division chairperson.

Study of systematic methods of col-

lecting data that are descriptive of outcomes of school programs and the assignment of value to the data. Questionnaires, interview guides, and observation are studied. Students construct, apply and assign value to instruments used in program evaluation procedures. Offered on demand.

EDU 472 3 credits
Theory and Practice of Curriculum Development

Prerequisite: Permission of division chairperson.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process. Offered on demand.

EDU 489 3 credits
Special Methods of Teaching Secondary Subjects

Prerequisite: Acceptance to Teacher Education Program.

To be taken the semester preceding Student Teaching by students intending to teach at the secondary level. Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, the facilitation of methodologies and classroom management. Three hours per week and scheduled field experiences. Offered Semester I only.

EDU 490 3 credits
Educational Theories of Learning Disabilities

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research and reports will be undertaken in order to achieve understanding of the problem of SLD children in the schools. Three hours per week and scheduled field experiences. Offered on demand.

EDU 491 3 credits
Methods and Materials for the Learning Disabled

Prerequisites: EDU 304, 490.

Analysis of curriculum, methods, and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching and strategies for instruction in spoken and written language, reading, and mathematics. Required field work.

EDU 495 3 credits
Educational Programming for the Emotionally Disturbed

Prerequisite: EDU 304.

This course focuses on the way in which the characteristics and needs of emotionally handicapped children are to be met and shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Required observations and field work.

EDU 499 3 credits
Senior Seminar in Teaching

Overview of the problems and issues that concern the professional teacher.

English (ENG)

ENG 112 3 credits
College Reading Skills

Designed to help the student improve his basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension, and rate of reading. Fifty-six lab hours required.

ENG 120 3 credits
Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. Twenty-five lab hours required.

ENG 120S **3 credits**
Developmental Composition for Speakers of Other Languages

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage. Twenty-five lab hours required.

ENG 121 **3 credits**
Composition

Prerequisite: ENG 120 or waiver.

Required of all freshmen. The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing.

ENG 121S **3 credits**
Composition for Speakers of Other Languages

Prerequisite: ENG 120 or waiver.

The same course as ENG 121 except that transformational grammar is used to compare English and other languages, and increased emphasis is placed on English idiomatic usage.

ENG 122 **3 credits**
Composition and Literature

Prerequisite: ENG 121 or 121S.

A continuation of ENG 121. Expository writing based on analytical study of literary genres.

ENG 201 **3 credits**
Expository Writing

Prerequisite: ENG 122.

The writing of articles, essays, and reports centered on individual student needs in technical writing, business reports and creative essays.

ENG 221 **3 credits**
Survey of English Literature I

Prerequisite: ENG 122.

An introduction to the poetry, prose and drama of English literature from the beginnings through the 18th century.

ENG 222 **3 credits**
Survey of English Literature II

Prerequisite: ENG 122.

An introduction to English literature from the 19th century to World War I.

ENG 223 **3 credits**
Survey of American Literature I

Prerequisite: ENG 122.

An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

ENG 224 **3 credits**
Survey of American Literature II

Prerequisite: ENG 122.

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman and Twain through O'Neill and Hemingway.

ENG 225 **3 credits**
World Literature I

Prerequisite: ENG 122.

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

ENG 226 **3 credits**
World Literature II

Prerequisite: ENG 122.

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism, and Symbolism.

ENG 227 **3 credits**
Basic Journalistic Writing

Prerequisite: ENG 122.

Basic theories and procedures in collecting and writing news.

ENG 317 **3 credits**
Black American Literature

Prerequisite: ENG 122.

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin, and LeRoi Jones.

- ENG 321** *The English Novel* 3 credits
Prerequisite: ENG 122.
 The historical development of the English novel of the 18th and 19th centuries.
- ENG 323** *History and Structure of the English Language* 3 credits
Prerequisite: ENG 122.
 An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax, and vocabulary of the language.
- ENG 324** *Reviewing and Critical Writing* 3 credits
Prerequisite: ENG 122.
 Writing and analyzing reviews of films, plays, and television programs.
- ENG 326** *Playwriting* 3 credits
 Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis upon plot, themes, dialogue, and characterization.
- ENG 328** *Biography and Autobiography* 3 credits
Prerequisite: ENG 122.
 A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.
- ENG 329** *Directed Study: Readings or Research* 3 credits
Prerequisite: Permission of instructor.
 Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.
- ENG 331** *Modern American Drama* 3 credits
Prerequisite: ENG 122.
 A study of modern realism, tragedy, expressionism, and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams. Offered in odd-numbered years.
- ENG 332** *Modern British and European Drama* 3 credits
Prerequisite: ENG 122.
 A study of modern realism, tragedy, comedy, and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw, and Osborne. Offered in even-numbered years.
- ENG 334** *Writing the Short Story* 3 credits
 Technique in writing short fiction: plot, characterization, point of view, setting, style.
- ENG 335** *Verse Writing* 3 credits
 Technique in writing poetry; theme, imagery, musical devices, and metrics.
- ENG 337** *Children's Literature* 3 credits
 The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction, and information books.
- ENG 100-400** *Special Topics* 3 credits
 A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.
- ENG 422** *Shakespeare* 3 credits
Prerequisite: ENG 122.
 Selected sonnets, comedies, histories,

tragedies, with consideration of Shakespeare's dramaturgical development.

ENG 427 **3 credits**
Restoration and Eighteenth-Century English Literature

Prerequisite: ENG 221 or 222.

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

ENG 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

ENG 430 **3 credits**
Independent Writing

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 431 **3 credits**
Nineteenth-Century English Literature

Prerequisite: ENG 221 or 222.

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

ENG 433 **3 credits**
Modern British and American Writers

Prerequisites: ENG 221, 222, and 223 or 224.

A study of selected poetry and fiction by British and American writers since 1900.

ENG 435 **3 credits**
Literary Criticism

Prerequisite: Approval of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

ENG 436 **3 credits**
Chaucer, Milton, and Donne

Prerequisite: ENG 122.

A study of selected works by three "literary giants" in English literature.

Finance (FIN)

FIN 325 **3 credits**
Principles of Finance

Prerequisite: ACC 201.

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting and financing.

FIN 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of finance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

FIN 331 **3 credits**
Principles of Investment

Prerequisite: FIN 325 or permission of instructor.

Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets.

FIN 332 **3 credits**
Portfolio Management

Prerequisite: FIN 325.

Portfolio management techniques will be analyzed in regard to the construction

and goals of individuals, corporations and various financial institutions. These techniques will include computing investment mix, yield, tax advantages and disadvantages, risk evaluation and investment selection.

FIN 333 3 credits
Financial Institutions

Prerequisite: FIN 325.

A study of the function and management of financial institutions in the United States. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

FIN 100-400 3 credits
Special Topics

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FIN 425 3-12 credits
Finance Internship

Prerequisites: Junior or senior standing and permission of division chairperson.

An introduction to the "everyday workings" of the finance profession. Learn how financial decisions are made under the supervision of a professional. An opportunity to experience "first-hand" the operations of a brokerage firm, bank, or other financial institution.

FIN 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of finance that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be

made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

FIN 477 3 credits
Risk and Insurance

Prerequisite: FIN 325.

A survey of problems and insurable risks of both business and individuals. An examination of the characteristics of those areas of risk and uncertainty where insurance coverage can be an effective alternative. Includes study of chance and pooling theory.

FIN 498 3 credits
Policies and Strategies

Prerequisites: FIN 325 and junior status.

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options and market pricing.

Fine Arts (FAS)

FAS 121 3 credits
Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 3 credits
Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems which face film theoreticians.

Foreign Languages
French (FRÉ)

FRE 111 3 credits
Elementary French I

The first course in the study of elementary French. Designed to develop the basic skills of aural comprehension, speaking, reading, and writing.

FRE 112 3 credits

Elementary French II

Prerequisite: FRE 111 or equivalent.

A course designed to enable the student to communicate directly with a native speaker, to read with direct understanding, and to acquire basic knowledge of the culture of France and its people.

FRE 211 3 credits

Intermediate French I

Prerequisite: FRE 112 or equivalent.

A course designed to enable the student to communicate directly with a native speaker, to read with direct understanding and to acquire basic knowledge of the culture of France and its people.

FRE 212 3 credits

Intermediate French II

Prerequisite: FRE 211 or equivalent.

A continuation of French 211.

Spanish (SPA)

SPA 111 3 credits

Elementary Spanish I

The first course in the study of elementary Spanish. Designed to develop the basic skills of aural comprehension, speaking, reading, and writing.

SPA 112 3 credits

Elementary Spanish II

Prerequisite: SPA 111 or equivalent.

A continuation of SPA 111.

SPA 211 3 credits

Intermediate Spanish I

Prerequisite: SPA 112 or equivalent.

A course designed to enable the student to communicate directly with a native speaker, to read with direct understanding, and to acquire basic knowledge of the culture of Spain and its people.

SPA 212 3 credits

Intermediate Spanish II

Prerequisite: SPA 211 or equivalent.

A continuation of Spanish 211.

General Business Administration (GBA)

GBA 105 3 credits

Introduction to Business

This course examines business as an active partner in our total economic system. Offering a wide scope, this study area will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.

GBA 231 3 credits

Business Law I

Fundamentals of torts, contracts, sales, agency and business organization; emphasis on the uniform commercial code and recognition of legal programs in the business world.

GBA 232 3 credits

Business Law II

Prerequisite: GBA 231.

Business Law II is a continuation of legal interpretations as they affect both personal and business relationships.

GBA 310, 410 3 or 6 credits

International Studies Seminar in Business

Prerequisite: Junior or senior standing and concentration in business administration field.

Students may apply three or six credits toward electives or certain business concentration requirements in finance (FIN), management (MGT), and marketing (MKT). Required pre-seminar sessions are held during the preceding spring semester. Independent study following the seminar is required to prepare reports. The seminar is offered each summer session.

GBA 311 **3 credits**
Quantitative Methods

Prerequisite: MAT 118 or permission of instructor.

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory and is designed to prepare the student for the 300–400 level quantitative courses.

GBA 321 **3 credits**
Seminar in Managerial Accounting and Finance

Prerequisites: Junior or senior standing and are not enrolled in any degree program offered by the Division of Business Administration requiring accounting principles.

Students will learn about the accounting processes used in order to understand financial statements, the planning and reviewing of cost information, capital expenditures, and control systems in making proper managerial decisions.

GBA 325 **3 credits**
Business Statistics I

Prerequisite: MAT 118, or higher level mathematics.

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, analysis of time series, index numbers, and accuracy and error in the collection and reporting of data.

GBA 326 **3 credits**
Business Statistics II

Prerequisite: GBA 325 Business Statistics I.

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students, this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

GBA 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

GBA 100–400 **1–3 credits**
Special Topics

A variable content course in general business administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429 **1–3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

GBA 498 **3 credits**
Business Policy

Prerequisites: 90 credit hours, ACC 326, FIN 325, MGT 301, MKT 301.

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing and management. The case method of instruction and computer simulations are applied.

Geography (GEO)

GEO 221 3 credits

Introduction to Physical and Cultural Geography

Prerequisite: Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation, and natural resources, along with political, economic and cultural developments, population, settlement, and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400 1-3 credits

Special Topics

A variable content course in geography that is designed for a specific class level; freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 421 3 credits

Political Geography

(Same as POL 421)

Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

Health Care Administration (HCA)

HCA 301 3 credits

Principles of Health Care Administration

Prerequisite: MGT 301.

Introduction to health care management and the history, theories, trends, and philosophies of health care agencies. The principles of medical, psychological, social, personal, and rehabilitative care

will be emphasized. Students will be provided with opportunities to develop administrative and leadership skills basic to management practice in any health care facility.

HCA 499 3 credits

Senior Seminar in Health Care Administration

Prerequisites: GBA 321, MGT 331, HCA 301, and senior standing.

A review of health care management and the organizational functions of facilities. Emphasis will be placed on federal and state laws, licensure procedures, accreditation, financial management, recruitment, placement, and training of employees. Directed research and the development and presentation of a proposed solution for a known problem in a health care facility.

History (HTY)

HTY 121 3 credits

United States History to 1865

A survey of the principal movements, events, ideas, and personalities in U.S. History from Colonial times to the Civil War.

HTY 122 3 credits

United States History Since 1865

A survey of the principal movements, events, ideas, and personalities in U.S. History from the Civil War to the present.

HTY 123 3 credits

Western Civilization to 1500

A survey of the principal movements, events, ideas, and personalities in the Western World from ancient times to 1500.

HTY 124 3 credits

Western Civilization Since 1500

A survey of the principal movements, events, ideas, and personalities in the Western World from 1500 to the present.

HTY 225 **3 credits**
Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

HTY 227 **3 credits**
Latin American and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with the emphasis on 20th century developments.

HTY 322 **3 credits**
Race and Ethnicity in American Culture

(Same as SOC 322).

Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Chicanos, Puerto Ricans, Orientals, and American Indians.

HTY 324 **3 credits**
Africa South of the Sahara

Prerequisite: Junior standing or permission of instructor.

A survey of the major events, ideas, and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325 **3 credits**
Modern Russia

Prerequisite: Junior standing or permission of instructor.

An intensive study of the history and development of Russia since 1900.

HTY 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of the instructor.

Designed for small groups of students to pursue in depth a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HTY 330 **3 credits**
War and Peace
(Same as POL 330)

Prerequisite: Junior standing or permission of instructor.

An historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. In addition, students will be introduced to war gaming.

HTY 333 **3 credits**
The Modern Middle East

Prerequisite: Junior standing or permission of instructor.

A study of the social, political, religious and economic forces present in the modern Middle East with emphasis on the period since World War I, Arab-Israeli Conflict, and oil.

HTY 335 **3 credits**
Women in American Society
(Same as SOC 335)

An examination of the role of women from both an historical and a contemporary perspective with the objective of understanding what it means to be female in America.

HTY 337 **3 credits**
The Legacies of the British Empire

Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the

racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

HTY 100-400 1-3 credits
Special Topics

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Water-gate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

HTY 421 3 credits
Europe in the Nineteenth Century

Prerequisite: HTY 124.

An intensive study of the principal movements, events, and ideas in 19th century Europe.

HTY 422 3 credits
Europe in the Twentieth Century

Prerequisite: HTY 124.

A study of the major currents, events, ideas in European history from 1870 to the present.

HTY 423 3 credits
The United States in the Twentieth Century

Prerequisites: HTY 121, 122.

A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present.

HTY 425 3 credits
United States Diplomatic History

Prerequisites: HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

HTY 427 3 credits
History of Ideas

Prerequisite: Junior standing or permission of instructor.

A study of the major intellectual currents which have dominated historical thought since the Renaissance in the Western World.

HTY 428 3 credits
The Far East Since 1945

Prerequisite: HTY 225.

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

HTY 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HTY 430 3 credits
The Role of the Military in the Modern World

Prerequisite: Junior standing or permission of instructor.

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 490 3 credits
Revolution: Yesterday and Today

Prerequisite: Junior standing or permission of instructor.

A comparative study of the major revolutions in world history with emphasis on United States, France, Russia, and China,

and a study of the relationship between revolution and other form of social change particularly in the Third World.

HTY 499 **3 credits**
Senior Seminar in History

Prerequisite: Senior standing in History.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

Honors

HON 150 **3 credits**
The Classical World View

Prerequisite: Admission to the Honors Program.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama, philosophical writings which embrace questions relating to ethics, politics, physics, and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

HON 151 **3 credits**
The Christian Vision

Prerequisite: Admission to the Honors Program.

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical, and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

HON 250 **3 credits**
The Humanistic Tradition

Prerequisite: Admission to the Honors Program.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century

Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels, and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

HON 251 **3 credits**
Scientific Revolutions

Prerequisite: Admission to the Honors Program.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals, and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures, and accomplishments of the scientific enterprise.

HON 350 **3 credits**
The Human Condition Reexamined

Prerequisite: Admission to the Honors Program or junior standing and permission of the Honors Council.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology, and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

HON 351 **3 credits**
The Modern World View

Prerequisite: Admission to the Honors Program or junior standing and permission of the Honors Council.

A collectively led seminar on 20th century thought and culture. Guided by the course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellec-

tual achievements and contemporary issues.

HON 499 *3 credits*

Senior Honors Project

Prerequisites: HON 150, HON 151, HON 250, HON 251, HON 350, HON 351 and permission of the Honors Council.

Honors students are encouraged to develop original projects and research inspired by personal interests. During the junior year, students select a faculty mentor who will assist them in developing their selected topic or project. Once the project is approved by the Honors Council, it may be completed either in the spring or fall semester, as an independent course or substituted for the Senior Seminar requirement in the area of the student's concentration with the consent of the division chairperson.

Human Resources Administration (HRA)

HRA 498 *3 credits*

Seminar in Decision Making and Problem Solving

Prerequisite: Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing, and simulation.

HRA 499 *3 credits*

Seminar in Human Resources Administration

Prerequisite: Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides basis for applying relevant contributions of behavioral sciences to the management of organizations.

Humanities (HUM)

HUM 101

3 credits

Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music, and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102

3 credits

Introduction to the the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music, and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 110, 210, 310

3 or 6

International Studies

credits

Seminar in Humanities

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies Fine Arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding spring semester. The seminar is offered each summer session.

HUM 228

3 credits

Survey of Arts Management

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

HUM 320

3 credits

Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demo-

graphics, arts councils, long-range planning, and the impact of a changing society.

HUM 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 1-3 credits
Special Topics

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

HUM 420 3 credits
Humanities in the Elementary School

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

HUM 425 1-15 credits
Arts Management Internship

Prerequisites: Junior standing in arts management and approval by the humanities division chairperson.

Supervised field placement or travel-study giving students practical experience in participating in and/or observing arts administration. Maximum requirement: 40 hours a week for 12 weeks. (The internship may not replace any required course.)

HUM 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particu-

lar aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HUM 499 3 credits
Senior Seminar

Prerequisite: Senior standing.

Required of concentrators in the humanities division during the first semester of the senior year. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music, literature, from the 18th century to the present.

Introductory Studies

Introductory Studies are made up of introductory courses: COL 101, ENG 112, ENG 120 and MAT 111. These courses may be used as elective credits toward a degree.

COL 101 3 credits
Introduction to College

Prerequisite: Entering freshman status.

The course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic and career goals; helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year.

ENG 112 3 credits
College Reading Skills

Designed to help the student improve his basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension, and rate of reading.

ENG 120 **3 credits**
Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills.

MAT 111 **3 credits**
Developmental Mathematics

A course designed to help the student improve basic mathematical skills and study habits. Intended to strengthen computation and understanding of mathematical concepts. Primary source of learning will be through assigned exercises and testing in the Mathematics Laboratory.

Management (MGT)

MGT 301 **3 credits**
Principles of Management

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies.

MGT 311 **3 credits**
Organizational Behavior

Prerequisite: MGT 301 or permission of instructor.

Organizational behavior is directly concerned with the understanding, prediction, and control of human behavior in organizations. The focus is on a study of human behavior in business organizations. The course blends newer concepts of organizational behavior theory with classical organization theory to provide a conceptual foundation for successful managerial performance. The course does not assume the student's prior knowledge of either management or the behavior sciences.

MGT 321 **3 credits**
Communications for Management

Communication theory and practice for managers in verbal and written media.

Letters, memoranda, reports, and other methods of business communicators are studied and practiced.

MGT 329 **3 credits**
Directed Study: Reading or Research

Prerequisite: Permission of instructor.
 Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331 **3 credits**
Management of Human Resources

Prerequisite: MGT 301.
 Principles and problems involving the management of human resources. Among topics included are job analysis, recruiting, selection, and training of personnel; appraisal, compensation, leadership, and the collective bargaining process.

MGT 100-400 **1-3 credits**
Special Topics

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 425 **3-12 credits**
Management Internship

Prerequisites: Junior or senior standing and permission of division chairperson.

Applies varied and analytic techniques for operation of a business. This placement is in a small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organizations various functions.

MGT 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.
 Intensive individual study in a particu-

lar aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MGT 441 **3 credits** **Industrial Relations**

Prerequisite: MGT 331.

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework, and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 499 **3 credits** **Seminar in Organizational Development**

Prerequisite: 90 credit hours.

Discussion of educational strategies intended to change the beliefs, attitudes, values and structure of organizations so that they can better adapt to changing technologies, markets and environmental pressures.

Marketing (MKT)

MKT 301 **3 credits** **Principles of Marketing**

The marketing of goods and services coupled with an integration of functional, commodity, and institutional approaches from the viewpoint of both the consumer and the manager.

MKT 306 **3 credits** **Promotion Management**

Prerequisite: MKT 301.

Designed to enable the student to become acquainted with the interrelationships of public relations, advertising and sales. Emphasis is given to the effect and control of the communication process.

MKT 329 **3 credits** **Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MKT 354 **3 credits** **Principles of Retailing**

Prerequisite: MKT 301.

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

MKT 383 **3 credits** **Consumer Behavior**

Prerequisite: MKT 301.

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

MKT 100-400 **1-3 credits** **Special Topics**

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MKT 425 **3-12 credits** **Marketing Internship**

Prerequisites: Junior or senior standing and permission of division chairperson.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities

range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

MKT 429 **3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MKT 433 **3 credits**
Marketing Problems

Prerequisites: MKT 301 and junior or senior standing.

The managerial approach using case studies. Point of view of the business executive engaged in problem-solving and decision-making to formulate an effective marketing program. Marketing as a total system designed to plan, price, promote and distribute goods and services to household consumers and industrial users. Underlying forces influencing marketing decisions, buyer motivation and behavior, demand analysis as the basis for marketing decisions; product channel of distribution, promotion, pricing decisions; integrated marketing programs.

MKT 463 **3 credits**
International Marketing

Prerequisites: MKT 301 and junior or senior standing.

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools, and knowledge of the world market environment.

Mathematics (MAT)

MAT 111 **3 credits**
Developmental Mathematics

A minimum grade of "C" is required in MAT 111 to take a higher numbered course in mathematics.

A course designed to help students improve basic mathematical skills and study habits. Intended to strengthen computation and understanding of mathematical concepts. Primary source of learning will be through assigned exercises and testing in the Mathematics Laboratory. Three hours per week with additional laboratory work where needed.

MAT 112 **3 credits**
Fundamentals of Mathematics

Prerequisite: MAT 111 or satisfactory grade on the Mathematics Placement Test.

Main areas of contemporary mathematics will be explored. Emphasis is given to the acquisition of basic problem solving skills in order to understand how mathematics is used in society and by the consumer in making decisions. Computer-assisted learning will be used throughout the course. Calculators required. Topics include: number systems and calculators, consumer mathematics, probability and statistics, graphs and computers. Students cannot receive credit for MAT 112 if credit has been previously received for any mathematics course numbered 118 or higher.

MAT 114 **3 credits**
Basic Algebra

Prerequisite: MAT 111 or satisfactory grade on the Mathematics Placement Test.

A study of the skills and concepts of basic algebra. Topics include linear equations and inequalities, polynomials, algebraic fractions, and systems of equations.

MAT 118 *3 credits*
Finite Mathematics

Prerequisite: MAT 114 or satisfactory grade on the Mathematics Placement Test. Intended for concentrators in management and accounting.

Topics in mathematics which are especially applicable to business and statistics such as linear programming, matrices, mathematics of finance, and probability.

MAT 119 *3 credits*
College Algebra

Prerequisite: MAT 114 or satisfactory grade on the Mathematics Placement Test.

Sequences, series, radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, inequalities, graphs, functions, limits, and logarithms.

MAT 120 *3 credits*
College Trigonometry

Prerequisite: MAT 119.

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae, and solution of triangles.

MAT 123 *3 credits*
Precalculus

Prerequisite: MAT 119 or satisfactory grade on the Mathematics Placement Test.

Topics include relations and functions, polynomials, complex numbers, inequalities, logarithms and exponential functions, trigonometric functions and graphing. Intended as a preparation for the first course in calculus, MAT 221 or 231.

MAT 221 *3 credits*
Calculus I

Prerequisite: MAT 123.

Topics from analytic geometry including graphing of functions and conic sections, limits, derivatives, trigonometric functions, applications of derivatives, integrals, applications of integrals.

MAT 222 *3 credits*
Calculus II

Prerequisite: MAT 221.

Review of concepts from analytic geometry, logarithmic and exponential functions, techniques of integration, improper integrals, infinite series, polar coordinates.

MAT 231 *4 credits*
Calculus and Analytic Geometry I

Prerequisite: MAT 123.

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week.

MAT 232 *4 credits*
Calculus and Analytic Geometry II

Prerequisite: MAT 231.

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week.

MAT 323 *3 credits*
Calculus III

Prerequisite: MAT 222.

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

MAT 329 *3 credits*
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MAT 100-400 *1-3 credits*
Special Topics

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MAT 411 3 credits
Differential Equations

Prerequisite: MAT 222 or MAT 232.

Linear equations of first order and higher, simple nonlinear equations, series solutions, systems of linear equations.

MAT 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Military Science (MSE)

MSE 121 3 credits
Introduction to Military Science

History and organization of R.O.T.C. and the U.S. Army in regard to their role in support of U.S. national defense policies. Emphasis on relationship between U.S. defense establishment and federal government, with discussion of contemporary military-political issues. Coverage of motivation, human behavior and concept of military leadership.

MSE 321 3 credits
Fundamentals of Leadership

Prerequisite: MSE 121.

The dual role of the military officer as a leader and manager. Study of the problems of military leadership in the voluntary Army in relation to classical leadership traits and principles and the role of officer in the various branches of the Army.

MSE 322 3 credits
Requirements of Military Leadership

Prerequisites: MSE 121 and 321.

Basic knowledge of the demands which are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp.

HTY/POL 330 3 credits
War and Peace
(See HTY course description)

MSE 421 3 credits
Seminar in Leadership Management

Prerequisites: MSE 121, 321 and 322.

Obligations and responsibilities of a commissioned officer with emphasis on application of sound leadership in all situations. Study of uniform Code of Military Justice and its relations to civilian law, fundamentals of both offensive and defensive tactics and the role of various branches of the Army in tactical operations. Role of the U.S. in world affairs in the 1980's.

Music (MUS)

MUS 102 1 credit
Class Piano

This course is designed to acquaint the student with techniques of playing the piano including reading, terminology and positions. The course is intended primarily for those students with little or no keyboard experience. Two meetings per week.

MUS 103 1 credit
Theory Drill I

Required of students enrolled in MUS 121. Laboratory in sight-singing, keyboard, and ear training. Two meetings per week.

MUS 104 1 credit
Theory Drill II

Required of students enrolled in MUS 122. Laboratory in sight-singing, key-

board, and ear training. Two meetings per week.

MUS 111 1 credit
Oratorio Chorus

Open to all students. May be repeated for credit. One two-hour rehearsal per week.

MUS 112 1 credit
College Choir

Prerequisite: Permission of instructor.

May be repeated for credit. Four one-hour rehearsals per week.

MUS 116 1 credit
Wind Ensemble

Open to all students. May be repeated for credit. Three one-hour rehearsals per week.

MUS 117 1 credit
Orchestra

Open to all students. May be repeated for credit. One two-hour rehearsal per week.

MUS 118 1 credit
Stage Band

Prerequisite: Open by audition and/or permission of instructor.

One two-hour rehearsal per week. A laboratory performance course designed to allow the student to participate in the exploration and performance of standard and contemporary jazz literature. May be repeated for credit. One two-hour rehearsal per week.

MUS 119 1 credit
Percussion Ensemble

Prerequisite: Permission of instructor.

The study and performance of literature in the percussion medium. One hour rehearsal per week. May be repeated for credit.

MUS 120, 220, 320, 420 1 credit
Private Instruction

Private instruction is offered at each level in the following areas: brass, guitar, percussion, strings, voice, woodwind, and

keyboard. May be repeated for credit. One private lesson per week. Semester fee.

MUS 121 3 credits
Music Theory I

Teaches the principles of musical structure and style through the draft of homophonic writing and visual analysis and polyphonic writing.

MUS 122 3 credits
Music Theory II

Prerequisite: MUS 121.

A continuation of MUS 121.

MUS 123 3 credits
Introduction to Music

An introduction to the art of music, based upon the techniques and repertory of music of the world.

MUS 321 3 credits
Music History I

Prerequisite: MUS 123.

The evolution of musical thought and literature from the Middle Ages to 1685. Three hours per week. Offered in alternate years.

MUS 322 3 credits
Music History II

Prerequisite: MUS 123.

The evolution of musical thought and literature from 1685 to the present. Three hours per week. Offered in alternate years.

MUS 325 3 credits
Music in the Elementary School

Prerequisite: MUS 123.

For music and elementary school concentrators. A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades, with special attention to repertory and to the supervision of creative activities. Directed observation in the elementary school is required. Semester I only.

MUS 327 *1 credit*
Class Instruments—b, p, r, v, w.

Prerequisite: MUS 123.

A comprehensive study of all brass, percussion, string instruments, voice and woodwinds with attention given to associated textbooks, pedagogy, and performance. Two rehearsals per week.

MUS 329 *3 credits*
Directed Study: Reading or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 *1-3 credits*
Special Topics

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 421 *3 credits*
Seminar: Principles, Present Practices and Frontiers in Music Education

This course deals with the continuing examination of the instructional methods in music.

MUS 429 *1-3 credits*
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meeting with instructor.

MUS 438 *3 credits*
Music Theatre Literature

Prerequisite: MUS 123.

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

Overseas Academic Programs

HUM 110, 210, 310 *3 or 6 credits*
International Studies Seminar in Humanities

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies Fine Arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding spring semester. The seminar is offered each summer session.

GBA 310, 410 *3 or 6 credits*
International Studies Seminar in Business

Prerequisite: Junior or senior standing and concentration in business administration field.

Students may apply three or six credits toward electives or certain business concentration requirements in finance (FIN), management (MGT) and marketing (MKT). Required pre-departure sessions are held during the preceding spring semester. Independent study following the seminar is required to prepare reports. The seminar is offered each summer session.

OAP 301 *15 credits*
Program in France

Prerequisite: Recommendation of Vice President for Academic Affairs.

Students recommended to participate in the Institute for American Universities study abroad program in France register for a semester of study and pay program charges to the Saint Leo College Business Office. Students work closely with their academic advisors in planning their overseas academic program. Program in-

formation is available in the Office of the Vice President for Academic Affairs. Semester I.

OAP 302 15 credits
Program in France

Prerequisite: Recommendation of Vice President for Academic Affairs.

Students recommended to participate in the Institute for American Universities study abroad program in France register for a semester of study and pay program charges to the Saint Leo College Business Office. Students work closely with their academic advisors in planning their overseas academic program. Program information is available in the Office of the Vice President for Academic Affairs. Semester II.

OAP 303 15 credits
Program in Spain

Prerequisite: Recommendation of Vice President for Academic Affairs.

Students recommended to participate in the Saint Louis University study abroad program in Madrid, Spain, register for a semester of study and pay program charges to the Saint Leo College Business Office. Students work closely with their academic advisors in planning their overseas academic program. Program information is available in the Office of the Vice President for Academic Affairs. Semester I.

OAP 304 15 credits
Program in Spain

Prerequisite: Recommendation of Vice President for Academic Affairs.

Students recommended to participate in the Saint Louis University study abroad program in Madrid, Spain, register for a semester of study and pay program charges to the Saint Leo College Business Office. Students work closely with their academic advisors in planning their overseas academic program. Program information is available in the Office for the Vice President of Academic Affairs. Semester II.

Philosophy (PHI)

PHI 121 3 credits
Introduction to Philosophy

An introduction to some of the major issues involved in man's philosophical quest for wisdom; to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 222 3 credits
Philosophy of Man

A study of man, with particular emphasis on man as a dynamic subject, his freedom and his fundamental attitudes of hatred, indifference, love and justice.

PHI 223 3 credits
Logic

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 3 credits
Ethics

Concerns man's quest for happiness and the attainment of his ultimate end. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 234 3 credits
Contemporary Moral Issues

Prerequisite: One philosophy or theology course.

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice, and population control.

PHI 236 3 credits
Religion and Atheism

Prerequisite: One PHI or THY course.

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and

others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 324 *3 credits*
Medical Ethics

Moral problems that arise in the practice of medicine are examined. Various theories about what is good and what is right are considered and related to bioethical and socio-ethical issues.

PHI 329 *3 credits*
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 100-400 *1-3 credits*
Special Topics

A variable content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 *1-3 credits*
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Physical Education (PED)

PED 101 *1 credit*
Concepts of Physical Education

A functional course required of all students that consists of lectures and activity participation. Two hours per week.

PED 113 *3 credits*
Introduction to Physical Education

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts regarding the physical education profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of physical education.

PED 114 *3 credits*
Introduction to Sports Management

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the sports management profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of sports management.

PED 150-199 *1 credit ea.*
Activities

Each student selects from and engages in individual sports and recreational activities such as bowling, golf, gymnastics, racquetball, tennis, waterskiing and weight training. Two hours per week.

PED 201 *1 credit*
Beginning Swimming

Prerequisite: Sophomore standing.

Required of all students. Three hours per week.

PED 202 *1 credit*
Intermediate Swimming

Prerequisite: PED 201.

Required of all students. Three hours per week.

PED 213 3 credits
Practicum: Physical Education

Prerequisite: PED 113.

Designed as an apprenticeship at a selected grade level of physical education. This course will allow students to work with teachers in areas of instruction. May be repeated for credit with approval of the division chairperson.

PED 214 3 credits
Practicum: Sports Management

Prerequisite: PED 114.

Designed as an apprenticeship in a chosen area of sports management. This course will allow students to experience, through practical application, the aspects required to organize, manage and administer programs. This course may be repeated for credit with approval of the division chairperson.

PED 220 3 credits
Motor Development

Prerequisite: PED 113, 114, or 115.

The study of the principles for teaching the basic motor skills to pre-schoolers and children in school. The disciplines of perceptual and motor learning, child growth and development and the elementary school physical education curriculum serve as the research base.

PED 224 1 credit
C.P.R.—Basic Life Support

Prerequisite: Sophomore standing.

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation (Basic Life Support) and obstructed airway procedures in emergency situations (A.R.C. certification available).

PED 225 3 credits
First Aid & Personal Safety

Prerequisite: Sophomore standing.

Designed to prepare the participants to meet the needs of most situations involving personal safety, emergency first aid care and basic life support.

PED 301 3 credits
Methods and Content of Elementary Games

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of educational games and related skills.

PED 302 3 credits
Methods and Content of Elementary Dance

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of educational dance and related skills.

PED 303 3 credits
Methods and Content of Elementary Gymnastics

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of educational gymnastics and related skills.

PED 304 3 credits
Methods and Content of Movement Education

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of movement education and manipulative skills.

PED 305 *Physical Education in the Elementary School* **3 credits**

Prerequisite: Sophomore standing.

Designed for elementary education concentrators. Emphasis is in teaching skills, reference materials and equipment.

PED 306 *Instructional Design and Content of Racquet Sports/Track and Field* **3 credits**

Prerequisites: PED 113, 220.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for racquet sports and track and field activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 307 *Instructional Design and Content of Swimming/Golf* **3 credits**

Prerequisites: PED 113, 220.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for swimming and golf activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 308 *Instructional Design and Content of Personal Fitness/Weight Training* **3 credits**

Prerequisites: PED 113, 220.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for the personal fitness course (required by the state of Florida) and weight training activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 309 *Instructional Design and Content of Team Sports and Activities* **3 credits**

Prerequisites: PED 113, 220.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for team sports and activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 311 *Advanced Lifesaving* **3 credits**

Prerequisite: PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. A.R.C. certification available.

PED 313 *Water Safety Instruction* **3 credits**

Prerequisite: PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. A.R.C. certification available.

PED 320 *Theory and Practice of Coaching* **3 credits**

Prerequisite: PED 420.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology, psychology and serve as the research base.

PED 321 *Sociology of Sport* **3 credits**

Prerequisites: PED 114, 214, PSY 121, SOC 121.

Introduction to the literature of the field, with extensive study of the theories of sport participation. Function and social processes of sport.

PED 322 **3 credits**
Coaching Football and Baseball

Prerequisite: Junior standing.

The principles and practices of coaching football and baseball emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 323 **3 credits**
Coaching Golf and Tennis

Prerequisite: Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

PED 324 **3 credits**
Coaching Basketball

Prerequisite: Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching, and the general mental and physical training of an athlete.

PED 340 **3 credits**
Prevention and Treatment of Athletic Injuries

Prerequisite: Sophomore standing.

An in-depth study of practical experience in the practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership, and in intramural supervision.

PED 347 **3 credits**
First Aid and CPR Instructor

Prerequisites: PED 224 & 225 with current certification.

Designed to prepare the participants to teach and certify students for teaching the A.R.C. "Standard First Aid and Personal Safety" and "Cardiopulmonary Resuscitation" courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. A.R.C. certification available.

PED 350 **3 credits**
Adaptive Physical Education

Prerequisite: Junior standing.

Theory and practice in developing physical education programs for the temporarily disabled and for those students who seldom take an active part in regular physical education programs.

PED 360 **3 credits**
School and Community Health Education and Diseases

Prerequisite: Sophomore standing.

Students discuss and research the present health education programs in schools and communities, and cover the contemporary view of disease, its etiology, pathophysiology and modern techniques of diagnosis.

PED 414 **1-15 credits**
Internship: Sports Management

Prerequisite: Junior standing and permission of division chairperson.

An internship to provide the student with additional specialized training and experience in a setting related to student interest.

PED 418-419 **15 credits**
Clinical Internship in Corrective Therapy

Prerequisites: Completion of the Teaching Track and special course work. Cumulative g.p.a. of 3.00 or better.

A fifth year internship to provide the physical education concentrator with additional specialized training required to become a certified corrective therapist. Students are involved in treating disabilities such as medical, surgical, neurological, cerebral vascular accidents, orthopedics, and visual impairment. Therapeutic exercises involve muscle re-education, progressive resistive exercises, range of motion and coordination exercises. This is a fifth year program.

PED 420 **3 credits**
Kinesiology

Prerequisite: BLY 220.

To prepare physical education majors to enter this field and allied fields, such

as athletic training, corrective therapy, and health; to understand the application of anatomy and mechanical principles to the area of movement in everyday life and sport activity.

PED 425 3 credits
Physiology of Exercise

Prerequisites: BIO 220 and junior standing.

Designed to help the physical education major apply the principles of physiology directly to the fields of physical education, athletic training, corrective therapy and other related areas.

PED 428 3 credits
Kinesiotherapy

The advance study of scientific principles in therapeutic exercises and techniques for patients with neuromuscular and muscle skeletal deficits. This course will include evaluation assessments and rehabilitation.

PED 434 3 credits
Seminar in Sports Management

Prerequisites: Senior standing, PED 114, 214.

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development, and other such topics. Students discuss current athletic management situations and problems.

PED 443 3 credits
Organization and Administration of Physical Education

Prerequisites: Junior standing, PED 113, 213.

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of the physical education profession and related fields. Emphasis on the education perspective and various administrative problems.

PED 444 3 credits
Organization and Administration of Sports Management

Prerequisites: Junior standing, PED 114, 214.

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of the sports management profession and related fields. Emphasis on the sports management perspective and various administrative problems.

PED 448 3 credits
Organization and Administration of Corrective Therapy

Prerequisite: Junior standing.

A study of administrative, supervisory dynamics, history and clinical organization. The course will include establishing policies, treatment procedures, productive analysis standards, space utilization, equipment, facilities and supervisory techniques.

Physics (PHY)

PHY 121 3 credits
Fundamental Concepts of Physics

A series of topics in physics is presented for students whose concentration is outside the Division of Natural Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed.

PHY 123 4 credits
General Physics I

Prerequisite: MAT 123.

A study is made in depth of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat, and wave motion. Three lectures and one three-hour laboratory per week.

PHY 124 4 credits
General Physics II

Prerequisite: PHY 123.

This is a continuation of PHY 123 and

includes electricity, magnetism, optics, and modern physics. Three lectures and one three-hour laboratory per week.

PHY 329 *3 credits*
Directed Study: Readings or Research

Prerequisite: Permission of instructor. Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHY 100-400 *1-3 credits*
Special Topics

A variable content course in physics that is designed for specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHY 429 *1-3 credits*
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Police Science (PSC)

The following courses are applicable and completely transferable to the Criminology Program.

PSC 230 *6 credits*
Police Science (Basic Recruit) Academy

PSC 260 *3 credits*
Intermediate Police Science Academy

PSC 301 *3 credits*
Supervision Academy

PSC 310 *3 credits*
Mid-Management

PSC 321 *3 credits*
Criminal Law I

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search, seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

PSC 329 *3 credits*
Directed Study: Readings or Research

Prerequisite: Permission of instructor. Designed for small groups of students to pursue in depth a particular aspect of law enforcement that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSC 100-400 *1-3 credits*
Special Topics

A variable content course in police science that is designed for a specific class level; freshman (100) through senior (400). Topic is announced in advance of registration.

PSC 421 *3 credits*
Criminal Law II

An in-depth research of laws and interpreting of court decisions, the practice of developing an understanding of evidence and procedure, and the protective rights of society.

PSC 425 *3 credits*
Criminal and Delinquent Behavior

Analysis and consideration of recidivistic, criminal and delinquent behaviors. Includes referral, rehabilitative, mental and custodial agencies available to law enforcement. Course includes visitation and/or seminars in each field.

PSC 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of law enforcement that is not covered in regular course offerings. This enrichment experience is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSC 443 3 credits
Police Organization and Administration

An advanced course to examine the various administrative structures of police agencies. Includes current public service concept, traditional police-chief-superintendent, commission form, and civilian director. Includes role playing and simulated instruction. Personnel practices, civil service, planning, public relations, confidentiality of records, training of elements of supervision are included.

PSC 499 3 credits
Senior Seminar in Criminal Justice

The culminating group work in which current trends, reactions and problems may be simulated and discussed.

Political Science (POL)

POL 121 3 credits
Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

POL 123 3 credits
The Law and Society

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and the kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family.

POL 223 3 credits
American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

POL 224 3 credits
American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

POL 233 3 credits
Comparative Government

Prerequisite: POL 121.

A study of the political systems and governments of the United Kingdom and the commonwealth system, France, Italy, the U.S.S.R., Germany, China, and others, noting similarities with and differences from the institutions of the United States.

POL 311 3 credits
Political Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas. Selections and themes may vary.

POL 312 **3 credits**
Political Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx, and Nietzsche. Selections and theme may vary. Recent political thinkers, such as Herbert Marcuse, Hannah Arendt, and John Rawls, may be included.

POL 320 **3 credits**
Methods of Social Research
 (Same as PSY 320 or SOC 320)

Prerequisite: PSY 223 or GBA 325.

An analysis of research methods in social science; training in techniques and materials of research; individual studies of social situations.

POL 324 **3 credits**
The Politics of Developing Nations

Prerequisite: Junior standing or permission of instructor.

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

POL 325 **3 credits**
Public Administration

Prerequisite: Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations, and public relations.

POL 326 **3 credits**
United States Constitutional Law I

Prerequisite: POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation, and economic due process.

POL 327 **3 credits**
United States Constitutional Law II

Prerequisite: POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech, and freedom of religion.

POL 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

POL 330 **3 credits**
War and Peace
 (Same as HTY 330)

Prerequisite: Junior standing or permission of instructor.

An historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars are included. In addition, students are introduced to war gaming.

POL 100-400 **3 credits**
Special Topics

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

POL 412 **3 credits**
Political Ideologies

Prerequisites: POL 311, 312.

A description and analysis of the practical application of trends of political thought. The course will examine such

basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism, and fascism.

POL 421 3 credits

Political Geography

(Same as GEO 421)

Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

POL 422 3 credits

Congress, the Presidency and the Party System

Prerequisite: POL 223.

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature, and function of American political parties.

POL 423 3 credits

International Relations

Prerequisite: Junior standing or permission of instructor.

An analysis of the relations among subnational, national, and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

POL 425 3-6 credits

Pre-Law Seminar

Prerequisite: Permission of instructor.

Analysis of the legal process, extensive readings, and when offered for 6 credits, supervised field study with practicing attorneys.

POL 429 1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particu-

lar aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

POL 450 12-15 credits

Government Internship

Prerequisites: Junior standing, POL 121, 223, and 224 or permission of instructor.

Supervised field placement giving students an opportunity to work in government agencies for approximately 40 hours per week for 16 weeks. Placements are available in all areas of state government including cabinet and legislative affairs, management review and improvement, status of women, planning and budgeting, and minority affairs. Placements are available through the Florida Governor's Internship Program and are contingent on acceptance by the agency involved.

POL 499 3 credits

Senior Seminar in Political Science

Prerequisite: Senior standing in Political Science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science.

Psychology (PSY)

PSY 101 1 credit

Seminar on Self-Awareness

This course is designed to enhance the student's awareness of self. Attention is given to areas of study habits and self-image improvement. This is a pass/fail course.

PSY 110 1 credit

Career Exploration

Orientation to college life, and career choice. In some cases, this course em-

phasizes the adjustment from military to civilian life. This is a pass/fail course.

PSY 121 **3 credits**
Introduction to Psychology

A survey of major topics in psychology including an introduction to the use of scientific evidence as a means of verifying or refuting theoretical viewpoints.

PSY 122 **3 credits**
Psychology of Adjustment

Emphasizes psychological theories and principles related to human adjustment including effective and ineffective coping behaviors.

PSY 221 **3 credits**
Human Growth and Development
(Same as EDU 221)

PSY 223 **3 credits**
Statistics for the Social Sciences
(Same as SOC 223)

Prerequisite: One course in mathematics.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and non-parametric tests of statistical significance.

PSY 228 **3 credits**
Social Psychology

A study of the manner in which the personality, attitudes, motivations, and behavior of the individual influence and are influenced by social groups.

PSY 318 **3 credits**
The Life Cycle
(Same as SWK 318)

Prerequisites: PSY 121, SOC 121 or SWK 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

PSY 319 **3 credits**
Human Behavior in Stress and Crisis
(Same as SWK 319)

Prerequisite: PSY 121, or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

PSY 320 **3 credits**
Methods of Social Research
(Same as POL 320 and SOC 320)

Prerequisite: PSY 223 or GBA 325.

Analysis of research methods in social science; training in techniques and materials of research; individual studies of social situations.

PSY 321 **3 credits**
Psychological Tests and Measurements.

Prerequisites: PSY 121 and 223.

A review of standard tests and questionnaires used to evaluate ability, achievement, and personality. Individual projects in constructing, administering, scoring, and interpreting individual and group tests.

PSY 322 **3 credits**
Physiological Psychology

Prerequisite: PSY 121.

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

PSY 324 **3-4 credits**
Experimental Psychology

Prerequisites: PSY 121 and 223.

The application of major scientific research methods and strategies to psychology. Three or four lecture hours per week, with the additional lecture hour devoted to the preparation, analysis and discussion of field and laboratory research projects.

PSY 327 3 credits***Abnormal Psychology***

Prerequisite: PSY 121.

Reviews the historical and current approaches to the study of abnormal behavior emphasizing theories of causation, symptomatology and treatment.

PSY 328 3 credits***Psychopharmacology***

Prerequisite: Junior standing or permission of instructor.

A study of the principal narcotics and an analysis of their physiological, psychological and sociological impact.

PSY 329 3 credits***Directed Study: Readings or Research***

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSY 340 3 credits***Small Group Processes***

(Same as SWK 340)

Prerequisite: PSY 121 or SWK 121.

A study of group work as related to personality adjustment. The theory and practice of group work is studied and practiced.

PSY 351 3 credits***Wilderness Counseling***

A survey of the major concepts and practices of contemporary therapeutic systems, addressing the basic issues in counseling practice, including ethical issues and the counselor as a person. Special attention will be paid to crisis intervention techniques and the utilization of the wilderness setting as an adjunct to the counseling process.

PSY 100-400 1-3 credits***Special Topics***

A variable content course in psychology that is designed for a specific class

level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration. One to three hours per week.

PSY 422 3 credits***Psychology of Learning***

Prerequisite: PSY 324 or permission of instructor.

A study of the significant concepts and experimental methods of learning.

PSY 423 3 credits***Educational Psychology***

Prerequisite: PSY 121.

Understanding of the applications of psychological principles to the educational process.

PSY 424 3 credits***Individual Intelligence Testing***

Prerequisite: PSY 223 and 321.

A study of intelligence testing. Experience in the administration and interpretation of the Wechsler and the Stanford Binet tests.

PSY 425 15 credits***Practicum in Psychology***

Prerequisites: Senior standing in Psychology, PSY 499, and approval by the Psychology Practicum Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals and groups for approximately 40 hours per week for 12 weeks. Placements are available in such facilities as psychiatric hospitals, youth services, and mental health clinics.

PSY 427 3 credits***Personality Theory***

Prerequisites: PSY 121 and junior standing or permission of instructor.

Reviews the major historical and contemporary personality theories that attempt to explain and describe human behavior.

PSY 428 3 credits
Counseling Principles and Practices
 (Same as SWK 428)

Prerequisite: PSY 327.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

PSY 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSY 431 3 credits
Behavior Disorders in Children and Adolescents

Prerequisite: PSY 327.

An analysis of the etiology and management of behavioral and emotional problems of children and adolescents.

PSY 432 3 credits
Psychology of Motivation

Prerequisites: PSY 121 and junior standing or permission of instructor.

Reviews the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

PSY 433 3 credits
Sensation and Perception

Prerequisite: PSY 121.

A coverage of basic sensory and perceptual phenomena. Emphasis on such issues as: attention, sensory sensitivity differences among organisms, effects of learning and motivation on perception, and altered states of consciousness.

PSY 440 4 credits
Small Group Leadership
 (Same as SWK 440)

Prerequisites: PSY 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

PSY 451 3 credits
Group Dynamics

Principles of group behavior and techniques. Emphasis on experiential training. The group provides its own data, supplemented by lectures, readings and exercises in the development of group interactive skills.

PSY 499 3 credits
Senior Seminar in Psychology

Prerequisite: Senior standing in Psychology.

Directed research and the development and presentation of a critical review of the literature on a significant topic in psychology.

Restaurant Management (RES)

RES 221 3 credits
Introduction to Restaurant Management

Prerequisite: None.

A study of the hospitality industry emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry level positions will be covered.

RES 320 3 credits
Purchasing

A study of the purchasing functions, specifications and forms, controls, and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies, and inventory maintenance.

RES 330 **3 credits**
Food Production Techniques

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service, and procedure is conducted.

RES 401 **3 credits**
Sanitation in Food Service Operation

Prerequisites: RES 330 and junior standing.

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals, the role of safety.

RES 425 **4 credits**
Restaurant Management Internship

Prerequisite: Permission of program director.

Supervised practical experience in food service positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills and management policies and procedures.

RES 498 **3 credits**
Seminar in Restaurant Management

Prerequisite: 90 semester hours.

An analysis of the design, engineering and construction of restaurants. Students are to create an entire restaurant operation which coordinates cost-volume-profit predictions, internal controls, guest demands, and food and beverage specifications.

Social Work (SWK)

SWK 121 **3 credits**
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The

student is introduced to career opportunities within the field of social welfare.

SWK 318 **3 credits**
The Life Cycle

(Same as PSY 318)

Prerequisites: SOC 121, SWK 121, or PSY 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

SWK 319 **3 credits**
Human Behavior in Stress and Crisis

(Same as PSY 319)

Prerequisite: PSY 121 or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

SWK 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SWK 331 **3 credits**
Interventive Skills

Prerequisites: SWK 121 and junior standing in social work.

This course is designed to give the social work concentrator a beginning repertoire of interventive skills. Emphasis is placed upon basic communication skills and upon on-going critiquing of student performance. Role playing and video taping are used extensively. Includes a non-credit laboratory one hour per week.

SWK 332 **3 credits**
Pre-Internship

Prerequisites: Junior standing in social work, SWK 121 and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar one hour per week.

SWK 333 **3 credits**
Methods of Social Work Practice I

Prerequisites: Junior standing in social work and SWK 121.

A systems approach to the solving of human problems. Emphasizes the development of a theoretical base for social work practice with individuals and communities. Includes the development of interviewing skills.

SWK 334 **3 credits**
Methods of Social Work Practice II

Prerequisites: Junior standing in social work and SWK 333.

Emphasizes the development of advanced skills and knowledge of problem solving techniques for use with families and groups. It includes an exposure to various theories of personality as well as micro and macro interventive methods.

SWK 340 **3 credits**
Small Group Processes

(Same as PSY 340)

Prerequisite: PSY 121 or SWK 121.

A study of group work as related to personal adjustment. The theory and practice of group work is studied and demonstrated.

SWK 100-400 **3 credits**
Special Topics

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group such as the aged, the addicted, mentally retarded or handicapped; school related problems; or the broad study of human

services in mental health. Topic to be covered is announced in advance of registration.

SWK 423 **3 credits**
Social Welfare Policy I

Prerequisite: Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

SWK 424 **3 credits**
Social Welfare Policy II

Prerequisite: SWK 423.

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

SWK 425 **15 credits**
Field Placement in Social Work

Prerequisites: Senior standing in social work; SWK 333 and 334 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals, families, groups, and communities for a minimum of thirty-two (32) hours per week for approximately 12 weeks. Placements available in such areas as probation and parole, youth services, alcohol and drug rehabilitation, and child welfare. Additional attendance at a weekly seminar is required.

SWK 427 **3 credits**
Community Organization

Prerequisites: Junior standing and SWK 121.

Basic models of community organization, social planning, social action and community development. Primary focus is on development of community resources.

SWK 428 3 credits
Counseling Principles and Practices
 (Same as PSY 428)

Prerequisite: PSY 327.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

SWK 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SWK 440 4 credits
Small Group Leadership
 (Same as PSY 440)

Prerequisites: SWK 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

Sociology (SOC)

(Including Criminology)

SOC 121 3 credits
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic conceptual frameworks.

SOC 222 3 credits
Social Problems

An introduction to such contemporary social problems as poverty, unemploy-

ment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 223 3 credits
Statistics for the Social Sciences
 (Same as PSY 223)

Prerequisite: One course in mathematics other than MAT 111.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and non-parametric tests of statistical significance.

SOC 320 3 credits
Methods of Social Research
 (Same as POL 320 and PSY 320)

Prerequisite: SOC 223 or GBA 325.

An analysis of research methods in social science; training in techniques and materials of research; individual studies of social situations.

SOC 321 3 credits
Social Organization

Prerequisite: SOC 121.

A sociological analysis of organizations, the goals they are structured to serve, their structures, and the manner in which organizations interact with their environment.

SOC 322 3 credits
Race and Ethnicity in American Culture

(Same as HTY 322)

Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Chicanos, Puerto Ricans, Orientals, American Indians.

SOC 323 3 credits
Sociological Theory

Prerequisite: SOC 121.

An analysis of the fundamental principles underlying social theory and an

evaluation of major sociological theories, both classical and contemporary.

SOC 324 3 credits
Marriage and the Family

Prerequisite: SOC 121.

A pragmatic study of marriage and the family with the major focus on preparation for marriage.

SOC 325 3 credits
Urban Sociology

Prerequisite: SOC 121.

An analysis of the major issues confronting modern industrial, urbanized societies.

SOC 326 3 credits
Criminology

Prerequisite: SOC 121 or POL 123.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

SOC 327 3 credits
Cultural Anthropology

Prerequisite: SOC 121.

A study of the formation, structure, and function of cultural organization and dynamics.

SOC 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 331 3 credits
Social Change

Prerequisite: SOC 121 or permission of instructor.

A study of the underlying principles of social change and social transformation. It includes a detailed analysis of the relationship between personal experience of change and large socio-historic changes.

SOC 335 3 credits
Women in American Society
 (Same as HTY 335)

An examination of the role of women both from an historical and a contemporary perspective with the objective of understanding what it means to be female in America.

SOC 336 3 credits
American Criminal Justice System

Prerequisite: SOC 121 or POL 123.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

SOC 100-400 1-3 credits
Special Topics

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian, or community corrections, or other special topics. Topic to be covered is announced in advance of registration.

SOC 421 3 credits
Juvenile Delinquency

Prerequisites: Junior standing and SOC 326, or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention, and treatment.

SOC 424 3 credits
Family Analysis

Prerequisites: Junior standing and SOC 121.

Theory of inter-personal relations and interaction in the modern family. Analysis of role and function.

SOC 425 15 credits
Field Placement in Criminology

Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately forty (40)

hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies, and the offices of the State Attorney and Public Defender.

SOC 429 3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SOC 430 3 credits
Penology

Prerequisites: Junior standing and SOC 326, or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs, and effectiveness.

SOC 451 3 credits
Camp Organization and Administration

The structure and organization of a therapeutic wilderness camp and the functions of the administrative staff in relation to the objectives of the program; emphasis on administrative problems through analyses of case studies.

SOC 499 1-3 credits
Senior Seminar

Prerequisite: Senior standing in sociology or criminology.

The integration of concepts within the fields of sociology or criminology.

Speech (SPH)

SPH 221 3 credits
Fundamentals of Speech

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223 3 credits
Phonetics and Articulation

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325 3 credits
Introduction to Speech Disorders
 (Same as EDU 325)

Prerequisite: SPH 223 or permission of instructor.

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

SPH 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 3 credits
Discussion and Debate

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 1-3 credits
Special Topics

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Theatre (THE)

THE 110 1 credit
College Theatre

Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

THE 121 3 credits
Introduction to Theatre & Drama

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer, and theatre architect.

THE 123 3 credits
Stagecraft

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes student with lighting instruments and their control. Six hours per week.

THE 223 3 credits
Acting I

A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in odd-numbered years.

THE 224 3 credits
Acting II

Prerequisite: THE 223.

A workshop in the problems of acting which continues work begun in THE 223 and introduces techniques of characterization and style. Offered in odd-numbered years.

THE 231 3 credits
History of Theatre I

A survey of the chief periods of theatrical history from preclassical times to the French neoclassical. Offered in even-numbered years.

THE 232 3 credits
History of Theatre II

A survey of the chief periods of theatrical history from the French neoclassical to the present. Offered in even-numbered years.

THE 241 1 credit
Improvisation

Experimentation with the application of imagination to creating a role. Two hours per week. Offered as needed.

THE 242 1 credit
Stage Make-Up

Techniques of stage make-up, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

THE 243 1 credit
Voice for the Stage

Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

THE 244 1 credit
Stage Movement

Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

THE 321 3 credits
Directing I

Prerequisite: THE 121.

Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Offered in even-numbered years.

THE 322 3 credits
Directing II

Prerequisite: THE 321.

A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre. Required laboratory.

THE 323 4 credits
Technical Production

Prerequisites: THE 121, 123.

Advanced technical practice in scenery, lighting, and design. Students design scenery and lighting and are assigned major crewhand responsibilities for College Theatre productions. Four hours per week. Required laboratory.

THE 324 3 credits
Styles of Acting

Prerequisites: THE 121, 223, 224.

A workshop examination of acting problems related directly to various styles of drama possibly including work on the Greeks, Shakespeare, Moliere and others. Students perform scenes from different eras.

THE 325 6 credits
Theatre Performance Practicum

Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician or manager. Repeatable for credit with permission.

THE 326 3 credits
Playwriting

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Em-

phasis on characterization, dialogue, and plotting. Selected plays are produced by the College Theatre.

THE 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THE 331 3 credits
Scene Design

Prerequisite: THE 121 or permission of instructor.

A study of the role of the designer, including the communication of mood, concept, and period. Offered in even-numbered years.

THE 332 3 credits
Lighting Design

Prerequisite: THE 121 or permission of instructor.

A study of the history, theory and practice of stage lighting design. Offered in even-numbered years.

THE 333 3 credits
Costume Design

Prerequisite: THE 121 or permission of instructor.

A study of the history, theory, and practice of costume design, including basic visual design experiments. Offered as needed.

THE 334 3 credits
Children's Theatre

Production of children's theatre, including puppetry, educational television, and story-telling. Offered as needed.

THE 335 3 credits
Theatre Management

A study of the operation and organization of a theatre, the responsibilities involved in commercial play production,

including a detailed examination of the many positions in the business world of theatre. Offered as needed.

THE 336 3 credits
The Broadway Musical

Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

THE 100-400 1-3 credits
Special Topics

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THE 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

THE 431 3 credits
Advanced Scene Study

Prerequisites: THE 121, 223, 224, 231, 232, 321 and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship, and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.

Theology (THY)

THY 110 3 credits
Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

THY 124 3 credits
Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures.

THY 125 3 credits
Introduction to the New Testament

A basic introduction to the literature and theology of the Christian Scriptures.

THY 131 3 credits
Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

THY 221 3 credits
Religions of the World

An examination of the religious contributions of three major cultures; Chinese, Hindu, and Islamic, evaluating the common elements in each.

THY 241 3 credits
Theological Aspects of Marriage

The role of religion as a science and as an art a practical foundation and energizing influence in the areas of marriage and family in a Christian life style.

THY 323 3 credits
New Religions

Prerequisite: One theology or philosophy course.

Studies various new religions which have had an impact on American life recently, such as, the Unification Church, Krishna Consciousness, the Divine Light Mission, Transcendental Meditation, Scientology and Zen Buddhism.

THY 324 3 credits
Studies in Christian Thought

A survey of classical Christian writings from the Patristic, Reformation, and Post-Reformation periods, dealing with such authors as Augustine, Luther, Calvin, Rahner, and Tillich.

THY 325 3 credits
The Gospels of Matthew, Mark, and Luke

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus, and their theological significance.

THY 326 3 credits
The Gospel of John and Related Writings

John's gospel and epistles studied in detail with particular emphasis on the theological content.

THY 327 3 credits
The Life and Writings of Paul

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

THY 329 3 credits
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THY 331 3 credits
Religion and Personal Experience

Prerequisite: One theology or philosophy course.

A study concentrating on 20th century autobiographical examples of the variety of ways in which people have found religious meaning in life.

THY 333 3 credits
Survey of Christian Theology I

Christian Theology from the time of Jesus to the Reformation.

THY 334 3 credits
Survey of Christian Theology II

Christian Theology from the Reformation to the present.

THY 335 3 credits
The Torah

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

THY 336 3 credits
Historical Books

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Toblit and Judity optional). The Jewish view of history and how they remembered the past for what it had to say to their present lives.

THY 337 3 credits
Prophetic Writings

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

THY 338 3 credits
Poetry and Wisdom Literature

Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences, and institutional settings that created these writings.

THY 100-400 3 credits
Special Topics

A variable content course in theology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THY 424 3 credits
Death and the Meaning of Life

Prerequisite: One theology or philosophy course.

Human beings' awareness of their mortality and how this affects their life and culture. Sources of courage in the face of death are considered.

THY 429 1-3 credits
Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chairperson.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

THY 431 3 credits
Liturgy

A study of Christian worship and sacramental theology. Three hours per week.

THY 433 3 credits
The Second Vatican Council

Prerequisite: Permission of instructor.

A study of the documents of the Second Vatican Council with a view to teaching their significance in the process of the revision of emphases and changes in pastoral outlook provoked by the Council.

THY 489 3 credits
Methods and Materials in Secondary Religious Education

Catechetical methods, resources and media for teaching religion at the secondary school level. Field experience scheduled.

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